



SENnections Privacy Notice (GDPR)

Version: 1.0

Effective Date: _____

Review Date: _____

Policy Owner: SENnections Management

Introduction

SENnections is committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use, store, and protect your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice applies to candidates, schools, and other individuals who interact with SENnections.

Who We Are

SENnections is a specialist education recruitment agency providing staff to schools and educational settings.

We act as a **data controller** for the personal data we collect and process.

What Information We Collect

We may collect and process the following personal data:

Candidate Information:

- Name, address, and contact details
- Date of birth
- National Insurance number
- Right to work documentation
- DBS information
- Employment history
- Qualifications and training records
- References
- CVs and application information
- Safeguarding declarations

School / Client Information:

- Contact names and job titles
 - Work email addresses and telephone numbers
 - School or organisation details
 - Booking and staffing requirements
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How We Collect Your Data

We collect information through:

- Candidate registration forms (including Jotform submissions)
 - Direct communication (email, phone, messaging)
 - CVs and application documents
 - DBS and vetting processes
 - References from previous employers
 - Website enquiries
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How We Use Your Information

We use your personal data to:

- Register candidates for employment opportunities
 - Match candidates to suitable roles
 - Carry out safeguarding and vetting checks
 - Process DBS applications
 - Verify qualifications and references
 - Communicate with schools and candidates
 - Comply with legal and regulatory obligations
 - Maintain recruitment records
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Lawful Basis for Processing

We process personal data under the following lawful bases:

- **Contract** – to provide recruitment services
 - **Legal obligation** – safeguarding and employment law requirements
 - **Legitimate interests** – matching candidates to roles and operating our business
 - **Consent** – where specifically required (e.g. DBS checks or references in some cases)
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How We Store Your Data

Your data is stored securely using:

- Secure cloud-based recruitment systems (e.g. Jotform, Google Drive, CRM systems)
- Password-protected devices
- Restricted access systems

We take appropriate technical and organisational measures to protect your data against loss, misuse, or unauthorised access.

Data Sharing

We may share your data with:

- Schools and educational settings (for placement purposes)
- DBS umbrella bodies (for vetting checks)
- Regulatory or safeguarding authorities (where legally required)
- Service providers supporting our recruitment systems

We will never sell your data.

Data Retention

We retain personal data only for as long as necessary:

- Candidate records are typically retained for up to **24 months** after last contact (unless otherwise required)
- DBS and safeguarding records are retained in line with legal requirements
- Client records are retained for business and legal compliance purposes

Your Data Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data (where applicable)
- Restrict or object to processing
- Request data portability
- Withdraw consent where applicable

To exercise your rights, please contact SENnections using the details below.

Security of Your Data

We are committed to ensuring your data is secure. We use:

- Secure storage systems
 - Restricted access controls
 - Encryption where appropriate
 - Staff awareness and data protection training
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Cookies and Website Data

Our website may use cookies to improve user experience and monitor website performance. You can adjust your browser settings to refuse cookies.

Third Parties

We may use trusted third-party providers to support our services, including:

- Recruitment and onboarding platforms
- Cloud storage providers
- Email and communication systems

All third parties are required to comply with data protection laws.

Changes to This Privacy Notice

We may update this Privacy Notice from time to time. Any changes will be posted on our website with an updated version date.

Contact Us

If you have any questions about this Privacy Notice or your data, please contact:

SENnections

Email: info@sennnections.co.uk

Phone: 07487601018

Website: www.sennnections.co.uk

Complaints

If you are unhappy with how we handle your data, you can contact us in the first instance. You also have the right to complain to the UK Information Commissioner's Office (ICO).

Website: <https://www.ico.org.uk>