

## Privacy Policy

INTEGRITAS Education Recruitment Limited ("INTEGRITAS") is committed to protecting and respecting your privacy.

INTEGRITAS adheres to the UK Data Protection Act 2018. [Details of that Act here.](#)

Please read the following carefully to understand our views and practices regarding your personal data and how INTEGRITAS will treat it.

- [Who INTEGRITAS are and what we do](#)

INTEGRITAS is an education recruitment agency and recruitment business as defined in the Employment Agencies and Employment Businesses Regulations 2003 (our business). INTEGRITAS collect the personal data of the following types of people to allow us to undertake our business:

- Prospective and placed candidates for permanent or temporary roles
- Prospective and live clients
- Supplier contacts to support our services
- Our employees, consultants, temporary workers.

INTEGRITAS collect information about you to carry out our core business and ancillary activities.

- [Information you give to us or we collect about you](#)

This is information about you that you give us by visiting our (["Website"](#)) or by corresponding with us by phone, e-mail, text. It includes information you provide when you:

- Register as a candidate to enter our database
- Register a new vacancy
- Subscribe to receive company news or our jobs-by-email service
- Apply for jobs
- Request a job to be emailed to you

- Refer colleagues or friends as part of our referral program
- Enter a competition or take part in a survey
- Register to attend an event INTEGRITAS organise
- Participate via social media functions on our Website
- Report a problem with our Website.

The information you give us or INTEGRITAS collect about you may include your name, address, private and corporate e-mail address and phone number, financial information, compliance documentation and references verifying your qualifications and experience and your right to work in the United Kingdom, curriculum vitae (or career profile) and photograph and data that may be held on your professional profile available in the public domain e.g. LinkedIn, Twitter, business Facebook or corporate website.

INTEGRITAS may need to collect and process sensitive personal data about you.

- [Information INTEGRITAS collect about you when you visit our Website](#)

When you visit our Website INTEGRITAS will automatically collect the following information:

Technical information, including the Internet Protocol (IP) address used to connect your computer to the Internet, browser type and version, operating system and platform.

Information about your visit, including the full Uniform Resource Locators (URL) of each page visited, clickstream to and through our Website including date and time, jobs visited and searched for, download errors, length of visits to pages, and any information submitted through forms.

- [Information INTEGRITAS obtain from other sources](#)

This is information INTEGRITAS obtain about you from other sources such as LinkedIn, corporate websites, job board websites, online CV libraries, your business card and personal recommendations. In this case INTEGRITAS will inform you, by sending you this privacy notice, within a maximum of 30 days of collecting the data of the fact INTEGRITAS hold personal data about you.

- [Purposes of the processing and the legal basis for the processing](#)

INTEGRITAS use information held about you in the following ways:

To carry out our obligations arising from any contracts INTEGRITAS intend to enter into or have entered into between you and INTEGRITAS to provide you with the information and services that you request from us or INTEGRITAS think will be of interest to you because it is relevant to your career or to your organisation.

To provide you with information about other services or jobs that INTEGRITAS offer that are similar to those that you have already been provided with or enquired about.

The core service INTEGRITAS offer to our candidates and clients is the introduction of candidates to our clients for the purpose of temporary or permanent recruitment. However, our service expands to supporting individuals throughout their career and to supporting businesses' resourcing needs and strategies.

Our legal basis for the processing of personal data is our legitimate interests, described in more detail below, although INTEGRITAS will also rely on contract, legal obligation and consent for specific uses of data.

INTEGRITAS will rely on any existing contract if INTEGRITAS are negotiating or have entered into a placement agreement with you or your organisation or any other contract to provide services to you or receive services from you or your organisation.

INTEGRITAS will rely on legal obligation if INTEGRITAS are legally required to hold information on to you to fulfil our legal obligations.

INTEGRITAS will rely on your consent for particular uses of your data and you will be asked for your express consent, if legally required e.g. when we are processing sensitive personal data or when gaining your permission to introduce you to a client (if you are a candidate).

- [Our Legitimate Interest](#)

Our legitimate interest in collecting and retaining your personal data is described below:

As a recruitment business and recruitment agency INTEGRITAS introduce candidates to clients for permanent employment, temporary worker placements or independent professional contracts. The exchange of personal data of our candidates and our client contacts is a fundamental and essential part of this process.

In order to support our candidates' career aspirations and our clients' resourcing needs INTEGRITAS require a database of candidate and client personal data containing historical information as well as current resourcing requirements.

To maintain, expand and develop our business INTEGRITAS need to record the personal data of prospective candidates and client contacts.

- [Consent](#)

Should INTEGRITAS want or need to rely on consent to lawfully process your data INTEGRITAS will request your consent orally, by email, by text, by registration or by completing an online process for the specific activity (e.g. when registering a vacancy or as a candidate or when you apply for a job) when INTEGRITAS will require your consent for and to record your response on our system. Where

consent is the lawful basis for our processing you have the right to withdraw your consent to this particular processing at any time.

Other Uses INTEGRITAS will make of your data:

- Use of our Website
- to notify you about changes to our service
- to ensure that content from our Website is presented in the most effective manner for you and for your computer.

INTEGRITAS will use this information:

- to administer our Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes
- to improve our Website to ensure that content is presented in the most effective manner for you and for your computer
- to allow you to participate in any interactive features of our service, when you choose to do so;
- as part of our efforts to keep our Website safe and secure
- to measure or understand the effectiveness of the information, news and job advertising INTEGRITAS serve to you and others, and to deliver relevant information, news and job advertising to you
- to make suggestions and recommendations to you and other users of our Website about goods or services that may interest you or them.

INTEGRITAS do not undertake automated decision making or profiling. INTEGRITAS do use our computer systems to search and identify personal data in accordance with parameters set by a person. A person will always be involved in the decision-making process.

- INTEGRITAS may make use of the personal data INTEGRITAS have collected from you to enable us to display our adverts to the correct targeted audience analytics and search engine providers that assist us in the improvement and optimisation of our Website

INTEGRITAS will disclose your personal information to third parties:

- If INTEGRITAS is under a duty to disclose or share your personal data in order to comply with any legal obligation and other agreements; or to protect the rights, property, or safety of INTEGRITAS, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

The lawful basis for the third-party processing will include:

- Their own legitimate business interests in processing your personal data, in most cases to fulfil their internal resourcing needs
  - satisfaction of their contractual obligations to us as our data processor
  - for the purpose of a contract in place or in contemplation
  - to fulfil their legal obligations.
- [Where INTEGRITAS store and process your personal data](#)

All information you provide to us is stored on our secure servers. Where INTEGRITAS have given you (or where you have chosen) a password which enables you to access certain parts of our Website, you are responsible for keeping this password confidential. INTEGRITAS ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although INTEGRITAS will do our best to protect your personal data, INTEGRITAS cannot guarantee the security of your data transmitted to our Website; any transmission is at your own risk. Once INTEGRITAS have received your information, INTEGRITAS will use strict procedures and security features to try to prevent unauthorised access.

- [Retention of your data](#)

INTEGRITAS will retain your personal data for as long as necessary in order to provide the recruitment service to you and for the purposes of satisfying any legal, accounting, regulatory or reporting requirements

INTEGRITAS do the following to try to ensure our data is accurate:

- prior to making an introduction INTEGRITAS check that INTEGRITAS have accurate information about you
- INTEGRITAS keep in touch with you so you can let us know of changes to your personal data
- INTEGRITAS make use of external websites (e.g. LinkedIn, variety of jobsites) to verify the information about you.

The criteria INTEGRITAS use to determine whether INTEGRITAS should retain your personal data includes:

- the nature of the personal data
- its perceived accuracy
- our legal obligations
- whether INTEGRITAS have been active with you as part of our general recruitment service (e.g. discussing roles with you, arranging interviews or placing you in a new role)
- our recruitment expertise and knowledge of the industry by country, sector and job role

INTEGRITAS may archive part or all of your personal data or retain it on our financial systems only, deleting all or part of it from our systems. INTEGRITAS may pseudonymise parts of your data, particularly following a request for suppression or deletion of your data, to ensure that INTEGRITAS do not re-enter your personal data on to our database, unless requested to do so.

For your information, Pseudonymised Data is created by taking identifying fields within a database and replacing them with artificial identifiers, or pseudonyms.

- [Your rights](#)

You have the right to ask us not to process your personal data. INTEGRITAS will usually inform you (before collecting your data) if INTEGRITAS intend to use your data for such purposes or if INTEGRITAS intend to disclose your information to any third party for such purposes and INTEGRITAS will collect express consent from you if legally required prior to using your personal data for marketing purposes

Our Website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that INTEGRITAS do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

UK Data Protection Act 2018 provides you with the following rights

- Request correction of the personal information that INTEGRITAS hold about you. This enables you to have any incomplete or inaccurate information INTEGRITAS hold about you corrected
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below)
- Object to processing of your personal information where INTEGRITAS are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where INTEGRITAS are processing your personal information for direct marketing purposes

- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it
  - Request the transfer of your personal information to another party in certain formats, if practicable
  - Withdraw your consent to the collection, processing and transfer of your personal data (“Opt-out”). You have the right to Opt-out at any time. Once we have received notification that you have Opted-out we will no longer process your personal data for the purpose of providing you with the Recruitment Service, unless we have another legitimate basis for doing so in law
  - To Opt-out or withdraw your consent email [info@integritas-education.co.uk](mailto:info@integritas-education.co.uk) supplying your name and contact details
  - Make a complaint to a supervisory body which in the United Kingdom is the Information Commissioner’s Office. The ICO can be contacted through this link: <https://ico.org.uk/concerns/>
- **Access to information:**

The Data Protection Act 2018 gives you the right to access information held about you. INTEGRITAS also encourage you to contact us to ensure your data is accurate and complete. Please note that you will not usually need to pay a fee to access your personal data or to exercise any other rights. However, INTEGRITAS may charge a reasonable fee if your access request for access is excessive. In such circumstances, INTEGRITAS reserve the right to refuse to comply with the request. A subject access request should be submitted by email to [info@integritas-education.co.uk](mailto:info@integritas-education.co.uk)

- **Cookies**

Our Website uses cookies to distinguish you from other users of our Website. This helps us to provide you with a good experience when you browse our Website and also allows us to improve our Website.

By using our Website you are agreeing to the use of cookies as described.

- **Changes to our privacy notice**

Any changes INTEGRITAS make to our privacy notice in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy notice.

- **Contact**

Questions, comments and requests regarding this Privacy Notice are welcomed and should be addressed to The Data Protection Manager, INTEGRITAS Education Recruitment Ltd [info@integritas-education.co.uk](mailto:info@integritas-education.co.uk)