

Privacy Policy

Our contact details

Name: Peak Education Recruitment Ltd

Address: First Floor, 30 London Road, Sawbridgeworth, CM21 9JS

Phone Number: 01279 944 894

E-mail: admin@peakeducationuk.com

The type of personal information we collect

We currently collect and process the following information:

- Personal Details (Including Full Name)
- Email Address
- Copy of CV

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To support you in finding work
- To allow us to keep you updated of any services/incentives we offer

We use the information that you have given us in order to communicate roles/positions that may be available for work.

We may share this information with education settings looking for staffing solutions.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting admin@peakeducationuk.com

(b) We need it to assist you in locating work(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep personal data for a 1 year period. We will then dispose your information unless otherwise advised by yourself.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at admin@peakededucationuk.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at admin@peakededucationuk.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>