

Information Security and Data Protection Policy

Keystage Education LTD | Version 1.0 | Reviewed August 2026 | Next review August 2027

Keystage Education LTD processes personal data relating to its staff, candidates, workers, client contacts and suppliers. We abide by the principles of the UK General Data Protection Regulation and the Data Protection Act 2018.

Data controller	Keystage Education LTD, 124 City Road, London, EC1V 2NX
Company number	17379537
ICO registration number	ZC218120
Data protection contact	compliance@keystage-education.co.uk

Why we hold data

Staff administration; advertising and marketing; accounts and records; recruitment, engagement and supply of candidates and workers; and compliance, safeguarding, regulatory and audit purposes.

Our commitments

- to be transparent about what we collect and why;
- to collect only what we need for the stated purpose;
- to keep data accurate and up to date, correcting or deleting inaccurate data without undue delay;
- not to keep data in identifiable form longer than necessary;
- to keep data secure through appropriate technical and organisational measures.

Lawful basis

We process personal data under Article 6 UK GDPR on the basis of legitimate interests, legal obligation, consent, performance of a contract, or vital interests in an emergency. Because we place candidates in settings where children are present, we also process special category and criminal offence data — including health information, DBS certificate information and safeguarding records — relying on the substantial public interest conditions in Schedule 1 of the Data Protection Act 2018.

Security measures

Everyone handling personal data must ensure appropriate security and confidentiality at all times. In practice:

- screens are not left unattended while personal information is displayed;
- passwords and access credentials are never disclosed or shared;
- personnel files are stored securely, locked away when not in use, and not removed without authorisation;
- care is taken when sending personal data by post or electronically, using encryption where appropriate;
- data is only accessed where there is a genuine need to do so;
- secure destruction is used for disposal, which is itself a form of processing;
- any actual or suspected breach is reported immediately to compliance@keystage-education.co.uk.

Candidates on assignment must also comply with the data protection and confidentiality policies of the setting they are working in, and must not remove, copy or photograph any record belonging to it.

Breaches

Where a breach is likely to result in a risk to the individuals concerned, we notify the Information Commissioner's Office within 72 hours of becoming aware, and inform those affected without undue delay where the risk is high.

Your rights

You have the right to access your personal data, to have it corrected, to request erasure or restriction, to object to processing based on legitimate interests, to data portability, and to withdraw consent. Requests go to compliance@keystage-education.co.uk and are answered within one month. A request is valid however it is made — it does not have to be in writing or mention the UK GDPR.

Retention

Data is kept only as long as necessary. Candidate records are held for six years from the last assignment; identity and right to work records for the engagement plus two years; payroll records for six years; and safeguarding records until normal retirement age or ten years from conclusion, whichever is longer.

Complaints

Raise any concern with compliance@keystage-education.co.uk first. You may also complain to the Information Commissioner's Office at ico.org.uk/make-a-complaint or on 0303 123 1113. Our full Privacy Policy sets out how we handle personal data in detail.