

Privacy Policy

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

Keystage Education LTD is committed to protecting your privacy. This policy explains what personal data we collect, why, who we share it with, how long we keep it and what rights you have. It applies to candidates and workers, client contacts, supplier contacts, referees, our staff and website visitors.

Data controller	Keystage Education LTD, 124 City Road, London, United Kingdom, EC1V 2NX
Company number	17379537
ICO registration number	ZC218120
Contact	compliance@keystage-education.co.uk 0208 057 9509

Who we are

We are an employment agency and employment business as defined in the Employment Agencies Act 1973 and the Conduct of Employment Agencies and Employment Businesses Regulations 2003, introducing candidates to schools and colleges for temporary and permanent work.

What we collect

From candidates and workers: name, date of birth, address, contact details, CV, employment history, qualifications, training and professional registrations, proof of identity and right to work, National Insurance number, references and referee details, bank and umbrella company details, availability, assignment feedback and emergency contacts.

We also process data needing additional protection: health information including medical fitness declarations and allergies; DBS certificate information, barred list and prohibition checks and declared cautions or convictions; information about any safeguarding concern or allegation; and equal opportunities data where you choose to provide it. This is processed under Article 9(2)(g) UK GDPR and Schedule 1 Part 2 of the Data Protection Act 2018 for safeguarding, prevention of unlawful acts and employment purposes. Criminal offence data is processed under Article 10.

From client and supplier contacts: name, job title, work contact details, organisation and a record of our dealings with you.

From website visitors: IP address, browser type, pages viewed and how you navigated the site, collected through cookies. See our Cookie Policy.

We may also obtain data from job boards, CV libraries, professional networking sites, your referees, the DBS, the Teaching Regulation Agency and from clients giving feedback. Where we obtain data from a source other than you, we will tell you within one month, or at first contact if sooner.

Why we process it, and our lawful basis

Registering you, matching you to assignments and making introductions	Legitimate interests, and performance of a contract once an assignment is agreed
Verifying identity, right to work, qualifications and suitability, including DBS checks	Legal obligation and substantial public interest for safeguarding
Arranging assignments, timesheets and payment through an umbrella company	Performance of a contract, and legal obligation for tax reporting
Safeguarding, managing allegations and referrals to the DBS or a regulator	Legal obligation and substantial public interest
Records for tax, audit, insurance and defending legal claims	Legal obligation and legitimate interests
Telling you about assignments and services	Legitimate interests, or consent where the law requires it
Improving our website and services	Legitimate interests, and consent for non-essential cookies

Where we rely on legitimate interests we have carried out a balancing assessment and you may ask us for details. Where we rely on consent you may withdraw it at any time. We do not carry out automated decision-making that produces legal or similarly significant effects — a person always makes the decision about whether to put you forward.

Do you have to provide it?

No, but proof of identity, proof of right to work and, for regulated activity, a satisfactory DBS check are required by law before we can place you. Without them we may be unable to represent you.

Who we share it with

- clients considering you for, or hosting, an assignment;
- the umbrella company that pays you, and its payroll providers;
- referees you have nominated, and previous employers;
- the Disclosure and Barring Service, the Teaching Regulation Agency and other regulators;
- local authority designated officers, children's social care and the police, where safeguarding requires it;
- HMRC and other government bodies where required;
- our IT, CRM, hosting, screening, accounting and professional advisers, acting as processors under written contract;
- insurers and legal advisers in connection with a claim;
- a buyer if we sell the business or its assets.

We do not sell your personal data, and we do not share it with third parties for their own marketing.

International transfers

We store and process data in the UK wherever possible. Where a supplier processes data outside the UK we apply an appropriate safeguard — a UK adequacy decision, the International Data Transfer Agreement, or the UK Addendum. You may ask for a copy of the safeguards applying to a specific transfer.

Security

Data is held on secure systems with access restricted to those who need it, protected by access controls, multi-factor authentication, encryption where appropriate, secure disposal, staff training and supplier due diligence. If a breach is likely to result in a risk to you we report it to the Information Commissioner's Office within 72 hours and tell you directly where the risk is high.

How long we keep it

Unsuccessful applicants and candidates never placed	12 months from last meaningful contact
Registered candidates and workers	6 years from the end of the last assignment
Identity and right to work records	Duration of engagement plus 2 years
Payroll, tax and timesheet records	6 years from the end of the relevant tax year
DBS certificate content	6 months from the decision; the record that a check was made is kept 6 years



Safeguarding and allegation records	Until normal retirement age or 10 years from conclusion, whichever is longer
Client and supplier contract records	6 years from the end of the contract
Complaints	6 years from resolution
Website analytics	26 months

At the end of a period we securely delete or irreversibly anonymise the data.

Your rights

You have the right to be informed; to access your data and receive a copy; to have inaccurate data corrected; to erasure; to restrict processing; to object to processing based on legitimate interests and to object to direct marketing at any time; to data portability; to withdraw consent; and not to be subject to solely automated decision-making.

Contact compliance@keystage-education.co.uk to exercise any right. We respond within one month, extendable by up to two further months for complex requests, and will tell you if that applies. There is no fee unless a request is manifestly unfounded or excessive. We may verify your identity first. Some rights are qualified — we may be unable to erase data we are required by law to keep, that we need to defend a claim, or that forms part of a safeguarding record retained in the substantial public interest. Where we refuse we explain why.

Complaints and changes

Tell us first at compliance@keystage-education.co.uk. You may also complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, on 0303 123 1113 or at ico.org.uk/make-a-complaint.

Any changes to this policy will be published at www.keystage-education.co.uk and, where significant, notified by email. Last updated August 2026.