

MAT Recruitment - General Data Protection Regulation

General Data Protection Regulation Page 1 of 1

MAT recruitment is committed to being open and honest about how we collect and use data in order to abide by the data protection obligations under the General Data Protection Regulations (GDPR).

In order to provide education recruitment services, we do hold necessary personal information that is required for safeguarding and contacting purposes, we therefore act as a data controller. As part of our service we will from time to time share personal information to prospective employers, colleagues and interested parties.

How will MAT Recruitment collect, process and store your information under GDPR-

- We will not divulge your personal information without either your written (email) consent or for legitimate business or legal purposes.
- Personal information will only be held for legitimate business purposes, or where required by law and the policies governing our industry. Information held will be collected from the individual and will include basic contact information, qualifications, right to work, reference details, CV, date of birth, address, DBS information and Teacher reference number.
- We will gain email consent to contact you via – ‘SMS’, ‘Telephone’ and ‘Email’ and you can unsubscribe or withdraw your consent from any of these contacting methods at any time. To withdraw consent or unsubscribe from email ‘marketing’ please email enquires@matrecruitment.com and state your request clearly.
- Every two years we will require your consent to hold your personal information; any unsubscribing from email ‘marketing’ will not lead to your personal information being removed from our records.
- All information is held on a password encrypted CRM system which is backed up regularly. If you wish to gain access to any/all of the information we hold on you then you can complete a subject access request (SAR) , whereby you can email enquires@matrecruitment.com and we will endeavour to respond with the requested information within 78 hours.
- We will ensure that we have a lawful basis for processing information set out under Article 6 of the GDPR, whereby we must either gain clear consent from the individual to process their data, it is for contract purposes, a legal obligation, vital interests, public task or legitimate interests.
- Should you wish to withdraw your consent for MAT Recruitment to store and process your information then please email enquires@matrecruitment.com with your full name and details of your request.

Questions about our policies, or to find out more information contact enquires@matrecruitment.com .

Policy Updated : August 2024 for Academic Year 2024-2025