



# Probity Teaching Ltd Privacy Policy

## UK Company Number 13719239

**Effective Date:** 2<sup>nd</sup> November 2021

**Last reviewed:** February 2024

At Probity Teaching Ltd we take your privacy seriously. This policy outlines how we collect, use, and protect the personal data of teachers and schools who use our platform to connect for recruitment purposes. We are committed to complying with the UK General Data Protection Regulation (GDPR) to ensure your data is handled lawfully and transparently.

### 1. Data Controller

Probity Teaching Ltd registered at C/O Atreus Accountants, A35, Arena Business Centre, East Dorset Trade Park, Wimborne, England, BH21 7UH is the data controller responsible for the personal data collected through this service.

### 2. Personal Data We Collect

We collect personal data from both teachers and schools for the purpose of facilitating introductions and matching **but only with both parties' express written permission.**

*The types of personal data we may collect include:*

#### 2.1. For Teachers:

- Full name
- Contact information (email, phone number)
- CV and educational background
- Teaching qualifications and certifications
- Employment history and references
- Preferred location, job role, and school type
- Language proficiency and skills
- Profile picture (optional)
- Criminal records check (if applicable)

#### 2.2. For Schools or Other Educational Institutions:

- School name and address
- Contact person's name, position and contact details
- Information about vacancies (role, qualifications, experience required)
- School description and mission



### 3. How We Use Your Data

We use the personal data we collect for the following purposes:

- Matching teachers with relevant job opportunities at international schools.
- Facilitating communication between teachers and schools.
- Verification and screening of candidates' qualifications and experience.
- Improving our services, including data analytics to optimise the matching process.
- Compliance with legal obligations, such as safeguarding and data protection laws.

### 4. Lawful Basis for Processing

We rely on several lawful bases for processing your personal data:

- **Consent:** You provide your express written consent when signing up for our services.
- **Legitimate interests:** We process data to match candidates with schools in a way that benefits both parties.
- **Contract:** Processing is necessary to fulfil our obligations under any contracts you enter with us.
- **Legal obligations:** We may process data for safeguarding or regulatory reasons.

### 5. How We Share Your Data

We may share your personal data with:

- International schools that have entered into a contract with us, for the purpose of matching teachers with vacancies.
- Service providers who support our operations (e.g., cloud hosting, background check services).
- Regulatory authorities, if required by law.

**We do not sell or rent your personal data to third parties.**

### 6. Data Retention

We retain your personal data for as long as necessary to fulfill the purposes outlined in this policy. If you delete your account or request that we stop processing your data, we will securely delete or anonymise your data in line with our retention policy.

### 7. Your Rights Under GDPR

As a user of our service, you have the following rights:

- **Right of access:** Request access to your personal data.
- **Right to rectification:** Correct inaccurate or incomplete data.
- **Right to erasure ("right to be forgotten"):** Request the deletion of your data.
- **Right to restrict processing:** Limit the ways in which we process your data.
- **Right to data portability:** Obtain a copy of your data in a structured, machine-readable format.
- **Right to object:** Object to our processing of your personal data.
- **Right to withdraw consent:** You may withdraw your consent at any time.

To exercise your rights, please contact us at [info@probityteaching.com](mailto:info@probityteaching.com) or by mail at Probity Teaching Ltd registered at the address: C/O Atreus Accountants, A35 Arena Business Centre, East Dorset Trade Park, Wimborne, England, BH21 7UH.



## **8. Data Security**

We implement appropriate technical and organisational measures to protect your personal data from unauthorised access, loss, or misuse. These measures include using an SSL encrypted website for initial data collection, secure data storage and regular audits of our data security practices.

## **9. International Data Transfers**

As an international service, some of the data you provide may be transferred to, stored in, or processed in countries outside the UK. We ensure that such transfers comply with GDPR, using standard contractual clauses or other safeguards as required.

## **10. Children's Privacy**

Our services are not directed at individuals under the age of 18, and **we do not knowingly collect personal data from children.**

## **11. Changes to This Policy**

We may update this policy from time to time to reflect changes in our practices or the law. We will notify you of any significant updates through our website or by email.

## **12. Contact Information**

If you have any questions or concerns about this policy, or if you wish to make a complaint, please contact us at:

Probity Teaching Ltd, C/O Atreus Accountants, A35 Arena Business Centre, East Dorset Trade Park, Wimborne, England, BH21 7UH

## **13. In Conclusion**

You also have the right to lodge a complaint with the UK Information Commissioner's Office (ICO) if you believe we have not complied with applicable data protection laws.

This GDPR policy ensures that your service is transparent about its data practices and compliant with UK law, offering both teachers and schools confidence that their information is being handled responsibly.