

Privacy Notice

AEUK respect and value the privacy of all our customers and will only collect and use personal data in ways that are described in this Privacy Notice and in a way that is consistent with our obligations and your rights under the law.

About Us

Apollo Education UK Limited (AEUK) are a company registered in England under company number 11665757, registered address: The Campus, Crewe Green Road, Crewe, Cheshire, United Kingdom, CW1 5DU.

About this Privacy Notice

This notice explains how we use your personal data, how it is collected, how it is held and how it is processed.

What is Personal Data?

Personal data is defined by the UK GDPR and the Data Protection Act 2018 as any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

What Are Your Rights?

Under Data Protection Legislation, you have the following rights:

- **Right of access** - You have the right to ask us for copies of your personal information.
- **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.
- **Right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Right to object to processing** – You have the right to object to the processing of your personal information in certain circumstances.
- **Right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organization, or to you, in certain circumstances.

We do not make decisions based on automated decision making.

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.

For more information about use of your personal data or exercising your rights as outlined above please contact us using the contact details at the end of this Privacy Notice.

It is important that your personal data is kept accurate and up to date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

If you wish to make a complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. However, we welcome the opportunity to resolve your concerns directly therefore please contact us using the details shown at the end of this Privacy Notice.

What Personal Data Do We Collect and How Is It Processed?

Types of personal data collected and processed by AEUK are:

- Employee personal data as part of recruitment and employment contracts.
- Client contact details (NHS Trusts / Independent Healthcare providers).
- Candidates applying for healthcare placements.

Personal data in respect of candidates applying for healthcare vacancies includes:

- Full name
- Telephone number
- Email address
- Identification
- CV (qualifications and employment history)
- Names and contact information for referees

How we securely process and share your personal data

We have put in place appropriate systems and processes to protect your personal data. These include the following controls.

We have policies, procedures, and training in place to ensure that personal data is only processed by those employees, agents and other third parties who have a legitimate need to have access to your data, and who are subject to duties of confidentiality.

We have policies and procedures in place for dealing with data breaches (accidental or unlawful destruction, disclosure, alteration, access to or loss of personal data), including notifying individuals whose data has been affected and notifying the Information Commissioner's Office.

Information received is stored securely within AEUK IT systems and only used for the purposes of processing applications for vacancies as described in the AEUK International Staff Selection, Recruitment & Vetting Policy.

AEUK are supported by teams in the Apollo Group which are based in India. AEUK therefore are responsible for data that is collected and processed by roles and functions located outside of the UK. AEUK take appropriate steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the Data Protection Legislation.

No person identifiable data of candidates is sent from AEUK to prospective clients (NHS Trusts/Independent Healthcare providers). All data is anonymized by removing personal data from CVs and only providing general profiles.

Where a client has shortlisted a candidate, a secure link is sent directly by the client to the candidate to enable them to directly upload personal information.

AEUK will only collect and process personal data to enable AEUK to carry out its recruitment functions, employ staff and to collect contact information of clients. Personal data held by AEUK cannot be processed for any unrelated reasons.

Retention of Data

AEUK does not keep personal data for longer than is necessary. Decisions around retention of personal data are made taking into account the purpose for which the data was collected e.g., employee information is only kept for a specific period of time after an employee leaves employment, however candidate information may be kept for a significant length of time as AEUK builds long term relationships with its candidates.

When personal data is no longer required, all reasonable steps will be taken to erase or otherwise dispose of it without delay.

Lawful bases for processing data

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

- We have a contractual obligation
- We have a legal obligation
- We have a legitimate interest

Contact Information

If you have any queries about the processing of your personal data, you can contact us at:

The HR Manager, AEUK
The Campus
Crewe Green Road
Crewe
Cheshire
United Kingdom
CW1 5DU

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

Information Commissioner's Office:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF