

Privacy Policy

Our contact details

Name: Moxi Recruitment

Address: 5 Gerald Rd, Salford M6 6DW

Phone Number: 0300 303 4414 (Option 2)

E-mail: info@moxi-recruitment.co.uk

The type of personal information we collect

During the registration process we will collect the following information:

- Name
- Date of birth
- Contact details (address, email address, telephone number)
- NI number
- Bank details
- CV (employment, qualifications and education history)
- Emergency contact details
- Medical details
- Professional registration membership numbers (eg TRA number)
- Right to work documentation
- Criminal record history.

We may also collect additional information from third parties including the following:

- Jobs boards
- Referees
- DBS certificates via Disclosure CaptiaRVS processing service
- Pre-employment checks including, TRA and Update Service.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- The data is necessary for the performance of the contract which we have with you.
- We have a legal obligation to process your personal information;
- You have consented to the use of your personal information by us.

[If applicable] We also receive personal information indirectly, from the following sources in the following scenarios:

- Disclosure and Barring service
- HMRC Revenue
- Job boards

We use the information that you have given us in order to:

- Complete compliance and any other necessary background checks to ensure that you are work ready.
- To share information with schools and other organisations for the central record service
- To share information (if necessary) with police and child protective services.

We may share this information with our clients – organisations and individuals within those organisations.

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


(a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@moxi-recruitment.co.uk or calling 0300 303 4414 (Option 2).

We will use your personal information where we have your consent to do so to:

- Send specific marketing to schools or introduce you to a school
- Conduct status checks on your DBS through the Update Service, and
- Registration for CPD and training opportunities

(b) We have a contractual obligation:

Your personal data is required by law and/or is a contractual requirement (eg our client may require this personal data). You are obliged to provide



the personal data and if you do not, the consequences of failure to provide your data are:

- The Company will be unable to find you work as our clients require this information in order to comply with their safer recruitment practices.

The Company will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- Processing is necessary for carrying out the Data Controller's obligations under employment, social security or social protection law, or a collective agreement, providing for appropriate safeguards for the fundamental rights and interests of the individual. This is on the understanding that you may be entering into a contract with us to provide work-finding services to you.


(c) We have a legal obligation:

- Establishing right to work.
- Compliance with HMRC and taxation laws.
- Compliance with all regulatory pre-employment checks for the education sector.
- To maintain records as required under the Conduct of Employment Agencies and Employment Businesses Regulations 2003.
- For financial reporting and auditing purposes.
- Employment placement history.
- For anti-money laundering or fraud prevention, detection, and reporting.
- To maintain records of actions taken on your account.

To comply with the above, we collect the following special category data:

- Personal data revealing racial or ethnic origin via right to work documentation.
- Biometric data (where used for identification purposes).
- Data concerning health.

(d) Personal information we have to share with third parties:



In order to provide the services offered, we sometimes need to share your personal information with third parties. However, we will continue to be responsible for the usage and security of your personal information when this happens.

The Company will process your personal data and/or sensitive personal data with the following third party recipients:

- Educational establishments for the process of providing work-finding services.
- The Police and any child protection professionals in the event of an investigation into your conduct.
- Other companies, governing bodies or government agencies in order to carry out checks, for investigative purposes or provide services for the fulfilment of work-finding services as required.

Your personal information may be disclosed to any company within the group, for the purpose of processing that personal information, using appropriately secure methods, for services being provided.

As part of the registration process, we may need to apply for a new DBS certificate for you. If this is the case,

the following information will be provided to Disclosure CapitaRVS to process the DBS application:

- Name
- Email address

(e) We have a legitimate interest including:

- The Company is an employment business, which means we have a commercial interest in finding work for our work seekers in educational establishments. We will contact you regarding employment opportunities in line with your requirements.
- The Company will contact you about training and CPD opportunities that you may be interested in attending. We have a legitimate interest in enhancing the skills of our current workforce, to support your professional development. Your data will not be shared with any third-party training provider without your prior consent.

How we store your personal information

Your information is securely stored.

We keep your employment and vetting documentation for a period of seven years. We will then dispose your information by deleting your database records.

Data retention, data security and transfers of personal information outside of the European Economic Area (EEA)

The Conduct of Employment Agencies and Employment Businesses Regulations 2003 require us to keep work seeker's records for at least one year from:


- The date of their creation, or
- The date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pension's auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

We retain personal information for as long as we reasonably require it for legal or business purposes. The Company and group offer work-finding services including permanent placements for senior leadership positions where the length of service is significantly longer, so our data retention period is greater. With this in mind, your information will not be kept for longer than 7 years after your last day of work, or from the date you were cleared to work, whichever is longer. Please note that we may be required, in certain circumstances, to retain your information indefinitely (for example under child protection legislation). We will take all necessary steps to ensure that the privacy of information is maintained for the period of retention.

Overseas transfer

The Company may only transfer the information you provide to us to countries outside the European Economic Area (EEA) for the purposes of providing you with work-finding opportunities abroad. The EEA comprise of the EU member states plus Norway, Iceland and Liechtenstein.



We take steps to protect your personal information from unauthorized access and against unlawful processing, accidental loss, destruction and damage. We will only keep your personal information for as long as we reasonably require and for the activities we have detailed above. This means we will retain personal information for the duration of any contract we have with you, in line with any legal obligation for data retention (such as that for HMRC) or, primarily, until erasure is requested by you.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will take steps to protect your personal information, we cannot guarantee the security of your data transmitted via email and/or our website - any transmission is at your own risk.

The personal information that we collect from you will, where possible, be stored and processed within the EEA. In certain circumstances, we may require third parties that are based outside of the EEA to process, host or store your personal information and by submitting your personal information to us, you are acknowledging this transfer, storing or processing. Please note that countries outside the EEA may not have the same standard of data protection legislation as countries within the EEA.

In the event your personal information is transferred, stored or processed outside of the EEA, we will take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with this Privacy Policy and the Data Protection Legislation. This means that we will only allow third parties to access your personal information where those third parties (a) are in countries that have been confirmed by the European Commission to provide adequate protection to personal information; or (b) have agreed to provide all protections to your personal information as set out in the Data Protection Legislation (such as by entering into the European Commission's Model Clauses).

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your 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.

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

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.

Please contact us at if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@moxi-recruitment or 0300 303 4414 (Option 2).

to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>