



Placements in Education

Privacy Policy for Applicants, June 2021

At Placements in Education we understand that looking for a job can feel both embarrassing and an intrusion on your privacy. We would like to minimise the stress by outlining how we will safeguard your personal data and protect your interests through the time you are seeking employment.

1. Sharing Information

When you send us an e mail – or a CV – or even phone us - you are sharing your personal information with us. We store your personal information in secure locations which are protected by at least two levels of security.

2. Your Permission to Store, Share with Employers and Communicate with you.

As soon as we receive your CV we send you a “Declaration” by e mail which you must complete. This declaration gives us permission to store your personal info, including your CV, and to send it to prospective employers. If we do not receive your completed declaration we delete your CV.

3. When do we share your information?

- When we are compelled to do so by law or a court order;
- If it is necessary to protect our rights;
- By sending your CV to a prospective employer who has assured us that they have a vacancy which suits your qualifications and experience;
- By placing email is stored on our Newsletter Server, you can unsubscribe at any time;
- We place your CV in our Cloud storage which is protected by at least two passwords. The passwords are only available to Placements in Education Ops staff. Should one of our computers be stolen the thieves will not be able to access the Server.

4. Employers Guarantees to Safeguard your Personal Information

Employers register a guarantee with Placements in Education that they will protect your personal information and destroy all copies of your CV as soon as the recruitment process is finalised.

5. Period for which your Information Is Stored by Placements in Education

We only store electronic copies of CVs. CVs are not stored until your declaration has been received.



- Should you inform us that you have found a job your CV will be removed from our database and deleted.
- Should you not inform us that you have found a job your CV will remain on our database for twelve months, after which it will be removed and destroyed.
- Should your contact details (phone and email) cease to work your CV will be deleted at once.

You may ask us to remove your CV from our database at any time.

6. Our Privacy Policy is dynamic, not static.

Should you believe that we can do more we would be delighted to hear from you and consider your suggestions. We will amend this Privacy Policy from time to time as it becomes clear that it is not adequate for the world in which we live, and the new versions will supercede and replace all previous versions.
