

Education

Recruiter

Education Recruiter
Job Seeker Privacy Notice

Table of Contents

Introduction	2
Links to other websites	2
Who is AoC Services Ltd?	2
Education Recruiter as a Data Controller	3
When do we collect your personal data as a Data Controller?	3
What personal data do we collect?	3
How do we use it and why?	5

Introduction

Education Recruiter is an online recruitment platform provided by AoC Services Ltd either directly in its own right or as a service to recruiters who use a white labelled version of our platform to advertise roles and manage the applications they receive.

This notice (together with our Conditions of Use and any other documents referred to on it) tells you what to expect when AoC Services Ltd uses your personal data.

It does not provide exhaustive detail of all aspects of our collection and use of personal data, but we are happy to provide any additional information or explanation needed.

Any requests for this should be sent to mydata@education-recruiter.com.

This privacy notice applies to information we collect about:

- visitors to www.aocjobs.com;
- people who use our online services e.g. who subscribe to our newsletter or install our applications;
- Registered users and job applicants.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 30th July 2020.

Who is AoC Services Ltd?

AoC Services Ltd (Education Recruiter) is a limited company registered in England & Wales No 02952696 and our registered address is:

2-5 Stedham Place, London, WC1A 1HU.

Education Recruiter provides a range of development and resourcing services for the further education (FE) sector.

One of those services is this website (<http://www.aocjobs.com/>), a dedicated FE job board for the Association of Colleges (AoC).

The website allows job seekers to search and apply for jobs within the FE sector and provides recruiters with an easy and cost-effective way to attract high-quality candidates.

Education Recruiter is committed to protecting and respecting your privacy.

Our use of personal data on this website is aimed at helping us achieve these aims and to provide both job seekers and recruiters with the best service and experience we can.

Data Protection Officer

Education Recruiter Ltd has appointed an internal data protection officer who you can contact if you have any questions or concerns about our personal data policies or practices.

Jim Edwards Education Recruiter Ltd
2-5 Stedham Place, London
WC1A 1HU.

Email: mydata@education-recruiter.com

Education Recruiter as a Data Controller

When using your personal data, Education Recruiter is often a "Data Controller". This means that we are responsible for deciding how we hold and use your personal data.

You may also authorise us to share your information with other organisations e.g. with a recruiter when you use our platform to apply for a role.

In these cases, those organisations are Data Controllers in their own right and their use of your information will be governed by their privacy policies.

If you are not sure, you have the right to ask us – at any time – who we may be sharing your personal data with. You can also revoke your consent to share with other Data Controllers by revoking their access to your information in the settings area of your profile or by contacting us at mydata@education-recruiter.com.

When do we collect your personal data as a Data Controller?

- When you create an account on the Education Recruiter website;
- When you choose to synch your Education Recruiter account with your AoC jobs account;
- When you use your account to search or apply for roles;
- When you add CVs or other information to your account.

What personal data do we collect?

The amount of information we collect about you depends to a great extent on how you use your Education Recruiter account and make use of additional functionality within the platform e.g. by using the facility to extract information from your CV to add additional detail to your profile.

The table below sets out the main categories of personal data we collect although this may not be an exhaustive list.

Category of Data	Examples
Profile Data	<ul style="list-style-type: none">• Your name and email address.• Date of birth.• Gender (you can select 'Rather Not Say').

Category of Data	Examples
	<ul style="list-style-type: none"> National Insurance Number Username and password
Preference Data	<ul style="list-style-type: none"> includes the type of role you are looking for, your salary or other expectations, recruiters you would like us to share your information with. includes the notifications you would like to receive such as job alerts as well as your marketing preferences.
Biographical Data	<p>This is mainly information about your education and employment history such as your qualifications and previous employment details.</p> <p>This information can include financial information such as your salary history.</p> <p>Depending on how you use the Education Recruiter platform, we may also gather information about your habits and activities.</p> <p>This is information you add to your profile which may include details of your extra-curricular activities and other life events.</p>
Special Categories Data	<p>This is data about your racial or ethnic origin, health data, sex life or sexual orientation, political opinions or affiliations, religious or philosophical beliefs, genetic or biometric data such as photographs which are used to identify you.</p> <p>We do not ask for or need any of this type of data, but you can choose to populate your profile information which may indirectly reveal some of this information.</p> <p>These include providing information about your right to work in the UK, courses you have completed which have been run by unions and any photographs you choose to add to your profile.</p> <div data-bbox="564 1675 1375 1917" style="background-color: #f0f0f0; padding: 10px;"> <p>Please be aware that you make this data available to recruiters if you choose to upload a CV which contains this type of information. Please ensure your CV and profile contain only information you are happy to share with recruiters who may view your profile before you upload it.</p> </div>
Technical Data	<p>Your IP address, browser type and version, session ID, time zone setting, browser plug-in types, geolocation information, operating system and version.</p>

Category of Data	Examples
	<p>The pages you visit, the path you take through our site, page load times, errors you receive, how long you stay on our pages, what you do on those pages, how often, details of jobs viewed or applied for and any search terms you entered etc</p> <p>This information is normally gathered using cookies in your web browser. Learn more about our use of cookies and similar technologies.</p>

How do we use it and why?

Purpose (How)	Categories of Data Used	Lawful Basis (Why)
<ul style="list-style-type: none"> To register you as a new user. To manage our relationship with you including notifying you of changes to our services including downtime and update information and to give you customer support. 	Profile Data Preference Data Technical Data	Performance of our contract with you.
<ul style="list-style-type: none"> To provide you with the ability to manage your applications and profile across a number of recruiters e.g. by extracting information from your CV to include it in your profile To enable you to share the information you have recorded in your profile with the organisations you choose to e.g. by making an application. 	Profile Data Preference Data Biographical Data	Performance of our contract with you.
<ul style="list-style-type: none"> To provide you with the ability to make applications containing special categories data to your chosen recruiters e.g. by extracting information from your CV to include it in your profile or by attaching your CV to an application. To enable you to share the information you have 	Special Categories Data	Consent

<p>recorded in your profile with the organisations you choose to e.g. by making an application.</p>		
<ul style="list-style-type: none"> • To provide you with your chosen job alerts. • To allow you to share your information automatically with recruiters you have chosen. • To allow you to link your Education Recruiter account with your AoC Jobs account 	<p>Profile Data</p> <p>Preference Data</p> <p>Biographical Data</p> <p>Special Categories Data</p>	<p>Consent</p>
<ul style="list-style-type: none"> • To administer our business and this platform including troubleshooting, data analysis and system testing. • To monitor trends so we can improve and personalise our platform and services. • To protect our business and your account from fraud and other illegal activities e.g. to authenticate users. • To identify groups of users who may benefit from purpose-built functionality or information e.g. by assessing whether our platform is most frequently accessed by mobile or desktop devices. 	<p>Profile Data</p> <p>Technical Data</p>	<p>Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security)</p>