Privacy Policy - Website

Introduction

This Privacy Notice describes Our policies and procedures on the collection, use and disclosure of your information when you use our services and tells you about your privacy rights and how the law protects you.

We use your Personal data to provide and improve our services. By using our services, you agree to the collection and use of information in accordance with this Privacy Notice.

Who We Are

The Staff Room Agency Ltd ("We", "Us", "Our", "The Company") is a recruitment business which provides work-finding services to its clients and work-seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board. The Company must have a legal basis for processing your personal data. For the purpose of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

Definitions

For the purposes of this Privacy Notice:

Cookies are small files that are placed on your computer, mobile device or any other device by a website, containing the details of your browsing history on that website among its many uses
Country refers to: United Kingdom
Device means any device that can access our services such as a computer, a mobile phone or a digital tablet
Personal Data is any information that relates to an identified or identifiable individual.
Usage Data refers to data collected automatically, either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit)
Website refers to https://www.thestaffroom.org.uk/.
You means the individual accessing or using our services, or the company, or other legal entity on behalf of which such individual is accessing or using our services, as applicable

Collection and Use of Personal Data

Purpose of processing and legal basis

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:

- Consent
- Legal Obligation
- Contractual Obligation
- Legitimate Interest

Recipient/s of data

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

- One or more of our clients for the provision of work finding services
- MEM Recruitment (for purposes of payroll)

Except as provided in this Privacy Notice, we will not provide your personal information to third parties.

Statutory/contractual requirement

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

The Staff Room's inability to provide you with work finding services.

Disclosure of Your Personal Data

Law enforcement

Under certain circumstances, the Company may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

Other legal requirements

The Company may disclose your Personal Data in the good faith belief that such action is necessary to:

- Comply with a valid request made by a public authority such as a court or government agency
- Comply with a legal obligation
- Protect and defend the rights or property of the Company
- Prevent or investigate possible wrongdoing in connection with the Service
- Protect the personal safety of Users of the Service or the public
- Protect against legal liability

Transfer of Your Personal Data

Your information may be transferred to and maintained on computers located outside of the location in which it was collected, and the data protection laws in those locations may differ than those from your jurisdiction.

In certain circumstances, employee data may be accessed on transferred between the entities in the United Kingdom and Romania.

If data is transferred outside the UK or European Economic Area (EEA), we ensure appropriate safeguards are in place, such as:

- Adequacy decisions

- EU Standard Contractual Clauses
- The UK Addendum to the EU Standard Contractual Clauses, and
- Transfer Risk Assessments
- Any other relevant Data Protection Framework, such as the UK Extension to the EU-US DPF

The Company will take all steps reasonably necessary to ensure that your data is treated securely, and no transfer of your Personal Data will take place to an organisation or a country unless there are adequate controls in place ensuring the security of your Personal Data.

Data Retention

The Company will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Notice. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations. We may also use it to resolve disputes and enforce our legal agreements and policies. Once the data is no longer required for any purpose, it will be securely disposed of or destroyed.

Aside from this, different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from after the date on which we last provide you with work-finding services.

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

Where the Company has obtained your consent to process your personal and sensitive personal data, we will do so in line with our retention policy. Upon expiry of that period, the Company will seek further consent from you. Where consent is not granted the Company will cease to process your personal data and sensitive personal data.

Security of Your Personal Data

All reasonable measures will be taken to ensure the security of your personal data. This includes, but is not limited to:

- Role Based Access Control
- Data Breach management procedures
- Staff training
- Data encryption

Although we will do our best to protect your personal data, the transmission of information via the internet is never completely secure, and we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

The UK GDPR sets out the following key rights applicable to data subjects:

- the right of access: to request copies of your data which is held by the company
- the right to rectification: to request the company correct any inaccurate data it holds
- the right to erasure (also known as the ‘right to be forgotten’): to request the data held by the

company is erased
- the right to restrict processing: to request that the company stops processing your data
- the right to data portability: to request that your data is provided to you or another entity
- the right to object: to provide your objection to the company's processing of your data
- rights with respect to automated decision-making and profiling: to ensure that any automated decision making is carried out correctly and can be reviewed if required by a human alternative

Some of these rights may only be applicable under certain circumstances or have exceptions. To exercise any of your rights please contact us via the email address above. Please note, however, that We may need to retain certain information when we have a legal obligation or lawful basis to do so.

Links to Other Websites

Our Service may contain links to other websites that are not operated by Us. If you click on a third-party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Notice of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

Tracking Technologies and Cookies

We use Cookies and similar tracking technologies to track the activity on Our website and store certain information to improve and analyse Our services. Further information can be found in our Cookie Policy.

Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it, we would appreciate you doing so through one or more of the following channels:

- Email: dataprotection@thestaffroom.org.uk or info@thestaffroom.org.uk
- Telephone: 01858 451260
- Post: Science Park, Kings Park Rd, Northampton NN3 6LG
- Webform: https://www.thestaffroom.org.uk/contact-us/

When making a complaint, please provide:

- Your name and contact details
- Preferred method of contact
- Description of the complaint
- Relevant dates, references, individuals involved
- Evidence, if applicable

You also have the right to request a copy of our Complaints Procedure.

If you require support or assistance in making a complaint, please let us know.

If you are unhappy with the outcome of your complaint you may escalate this to the ICO.
You can do this by contacting the ICO:
www.ico.org.uk/for-the-public/
The Information Commissioners Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Phone number: 0303 123 1113

Or submit a complaint online: https://ico.org.uk/make-a-complaint/data-protection-complaints/

Changes to this Privacy Notice

This Privacy Notice is reviewed at least annually and, following any significant changes to processing activity or following regulatory/legislative changes and may be updated. We will notify you of any changes by posting the new Privacy Notice on this page. You are advised to review this Privacy Notice periodically for any changes. Changes to this Privacy Notice are effective when they are posted on this page.

This Privacy Notice was last updated in September 2026.