

## Data Protection Statement

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At Step Teachers, we are committed to protecting the privacy and personal data of all individuals we engage with, including staff, work-seekers, clients, referees and emergency contacts. We comply fully with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) (together referred to as the Data Protection Laws).

As a recruitment business, Step Teachers act as a data controller and collects, processes, and retains personal data and sensitive personal data only where there is a lawful basis to do so. We ensure that personal data is:

- Processed lawfully, fairly and transparently.
- Collected for specified, legitimate purposes.
- Relevant and limited to what is necessary.
- Accurate and kept up to date.
- Retained only as long as necessary.
- Handled securely to prevent loss, misuse, or unauthorized access.

We implement strong data protection practices by design and by default, including data minimisation, anonymization and cybersecurity safeguards.

Individuals have the right to access, rectify, erase, or restrict the processing of their personal data, and can object to processing or request portability. We respond to all such requests in line with our legal obligations and timeframes.

In the unlikely event of a data breach, we will take immediate steps to contain the incident, notify the Information Commissioner's Office (ICO) where required, and inform affected individuals when necessary.

If you have any concerns about how we process personal data, please contact our Data Protection Officer at [GDPR@stepteachers.co.uk](mailto:GDPR@stepteachers.co.uk).

Our [Privacy Notice](#) is publicly available on our website.

ICO Registration Number: Z6474451

**Policy Reviewed 09/2024**