

# Quint Education Privacy Policy

## Introduction

Quint Education is a trading name of Quint Education. We operate as a premier recruitment business providing permanent and temporary childcare and Early Years staffing solutions. This privacy policy defines how we collect, safeguard, and process personal data concerning any living person ("Data Subject") who interacts with our recruitment services, websites, and mobile applications.

This policy is designed to comply with the Data Protection Act 2018 (DPA), the Privacy and Electronic Communications Regulations (PECR), the UK GDPR, and the EU General Data Protection Regulation (GDPR). Please note that these regulations do not apply to information already available within the public domain, such as Companies House records.

## 1. Personal Data We Collect

Typically, Quint Education collects and processes the following personal data:

- **Identification & Demographics:** First Name, Middle Name, Surname, Date of Birth, Gender, Nationality, and National Insurance Number.
- **Contact Records:** Present Address, email addresses, and phone numbers.
- **Compliance & Vetting:** Passport details, primary photographic ID, address ID (utility bills), Right to Work in the UK documentation, and Disclosure and Barring Service (DBS) details.
- **Professional Credentials:** Qualifications, certificates (e.g., EYFS, CACHE, Paediatric First Aid), CVs, employment history, and personal or business reference information.
- **Financial Details:** Bank details, bank statements, and tax/payroll records.

### 1.1 Methods of Collection

In the general conduct of our business and app operations, we collect information across our range of services from:

- **Direct Interaction:** Information you provide when registering via our custom mobile application, our website forms, over email, via telephone, or during in-office consultations.
- **Third Parties & Trusted Sources:** Next of kin, business associates, former/current employers, and trusted government sources (such as the DBS Update Service or HMRC).
- **Automated Mobile & Web Technologies:** When you interact with our mobile application, websites, or digital advertisements, we and our analytics partners automatically collect data via cookies, system logs, and SDKs. This data includes IP addresses, mobile device identifiers, operating systems, browser types, device camera/file access permissions (for uploading onboarding documents), push notification tokens, and behavioural in-app usage tracking.

### 1.2 Purposes of Processing Your Data

We collect, use, and store your personal information for the following specific business purposes:

- Reviewing and assessing registration applications to provide tailored work-finding services.
- Conducting core business operations, tracking timesheets, managing rotas, processing client invoicing, and executing weekly payroll payments.
- Communicating with you directly regarding shift alerts, job openings, application status updates, training opportunities, and optional promotional campaigns.

Nannies • Teachers • Room Leaders • Nursery Nurse • Deputy Managers • Nursery Managers • Nursery Assistants

Company Reg Num: 08887255

Quint Education Ltd, Caci House, Spring Villa Park, Caci House, Spring Villa Park, Spring Villa Road, Edgware, HA8 7EB  
 t: 0207 1188 994 f: 0207 1188 993 w: [www.quinteducation.co.uk](http://www.quinteducation.co.uk) e: [info@quinteducation.co.uk](mailto:info@quinteducation.co.uk)

## PRIVACY POLICY

- Monitoring, testing, and optimising the technical functionality and layout of our owned and operated mobile application and website infrastructure.
- Protecting against fraud, managing risk assessments, executing due diligence, enforcing our Terms of Business, and preventing unauthorised system access.
- Fulfilling statutory legal requirements, industry compliance standards, anti-money laundering assessments, or court-ordered agency reporting.

### 1.3 Lawful Basis of Processing

Quint Education processes your personal information under the following recognised legal pillars:

1. **Performance of a Contract:** Where processing your personal data, qualifications, and banking details is strictly required to fulfil the terms of employment contracts or client staffing agreements.
2. **Legal Obligation:** Where we must collect specific data (e.g., Right to Work checks or safeguarding requirements) to comply with UK Employment Agency regulations and tax laws.
3. **Legitimate Interests:** Where data processing supports our ongoing commercial activities, including internal risk management, system analytics, performance monitoring, and targeted direct marketing, balanced against your personal privacy expectations.
4. **Consent:** Where we explicitly request clear, unambiguous consent for specific tracking or processing circumstances (such as optional marketing notifications). You hold the right to withdraw consent at any time.

### 2. Information Sharing & Third-Party Disclosure

We do not sell, rent, or trade your personal information. We only share gathered data with specific vetted parties under strict data processing agreements, including:

- **Contracted Service Providers:** Partners performing payroll processing, software hosting, database infrastructure management, or compliance checking on our behalf. These entities are bound contractually to safeguard your privacy and handle data strictly under our guidance.
- **Regulatory & Statutory Authorities:** Government bodies including HMRC, localised councils, utility providers, law firms, credit reference agencies, or the Information Commissioner's Office (ICO) when required by law.
- **Fraud Prevention Agencies:** Law enforcement or compliance networks to investigate, stop, or address suspected fraudulent activity, data breaches, or legal infractions.
- **Business Transfers:** In the event of a potential structural sale, merger, or asset transfer (wholly or partially), we reserve the right to share data with the acquiring party, demanding reasonable efforts to maintain consistency with this privacy notice.

### 3. Data Retention & International Transfers

- **Retention Periods:** We store personal data only as long as necessary to complete the operational purposes detailed in this policy, or to fulfil statutory audit and legal retention laws (such as holding payroll histories under HMRC requirements).
- **International Transfers:** Any information stored or processed outside the United Kingdom and European Economic Area (EEA) is held exclusively with international providers that are contractually verified to maintain equivalent data security standards and UK/EU GDPR compliance framework structures.

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### 4. Your Rights and Choices

Under data protection law, all Data Subjects retain clear rights concerning how their sensitive and personal profiles are processed:

- **Right of Access:** You can request a clear copy of the data we hold about you at any time.
- **Right of Rectification:** You can request that we immediately correct any information found to be inaccurate, outdated, or incomplete.
- **Right to Erasure (Right to be Forgotten):** Under specific legal circumstances, you can ask for your files and records to be permanently deleted from our databases.
- **Right to Object/Restrict Processing:** You have the explicit right to object to processing paths, such as removing your profile from automated direct marketing campaigns.
- **Right to Object to Automated Profiling:** You have the right not to be evaluated exclusively via automated machine processing or profiling algorithms that introduce binding legal consequences.

#### 4.1 Verification Requirements for Access Requests

To successfully handle an official Subject Access Request, Quint Education requires strict proof of identity to protect system security. We require a minimum of one form of photographic ID along with an accompanying supporting document from the list below:

- A valid Driving Licence
- A valid Passport
- A Birth Certificate
- A Utility Bill or Bank Statement dated within the last 3 months

If we are dissatisfied with the visual clarity or validity of the provided ID, we will ask for supplementary verification before data can be released.

### 5. Contact Information & Complaints

All formal data access requests, opt-out inquiries, or data privacy questions should be directed to our operations team:

- **Email:** [info@quinteducation.co.uk](mailto:info@quinteducation.co.uk)
- **Telephone:** 0207 118 8994
- **Postal Address:** Quint Education, Caci House, 9 Spring Villa Park, Spring Villa Road, Edgware, HA8 7EB

If our handling of your data falls short of your expectations, please contact us first to resolve the matter. If we fail to address your data complaint or provide a response within 30 days, you retain the formal right to escalate the matter to the UK regulatory body:

#### Information Commissioner's Office (ICO)

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Full Name and position:** Ali Johnson - Director

**Signature:** 