# Realise Education

## DATA PROTECTION CONSENT DECLARATION

In holding information on our database, such as a CV, the main objective is for Realise Ed Ltd to provide you with suitable and appropriate job specifications from our clients, so that you can consider the available position, discuss further if needed, and if interested authorise us to proceed with an application (whether that be a Consultancy, Contract or Permanent position). We will only share the data that you have shared with us with a client **with your express permission**. Usually, unless we need to contractually or legally fulfil a duty, the only data that will be emailed externally is your name, and your CV (with skill profile), and a cover sheet or covering email with information that we will request from you at the time of forwarding your CV to the client. The key point is that we always seek your permission to share any data. We will only share personal data that we consider non excessive in order to effectively fulfil our responsibility to both Candidate and Client. If we successfully find you a position (whether that be a Consultancy, Contract or Permanent position), we will need to process more information such as these details below.

By Giving Consent to Realise Ed Ltd to process your personal data, you give consent to the processing of the following information:

Personal data

- Name
- Date of birth
- Contact details, including telephone number, email address and postal address • Experience, training and qualifications
- CV
- National insurance number
- Directorship details
- Other information that you may share on the CV or is publicly available

Sensitive personal data

- Disability/health condition relevant to the role
- Criminal conviction
- Right to Work

You consent to Realise Ed Ltd processing the above personal data for the following purposes:

- to provide you with work-finding services.
- to provide your personal data (with your express permission) to Realise Ed Ltd s client/s or third parties working on behalf of the client in order to provide you with work-finding services.
- to process your data on the Realise Ed Ltd s internal CRM (Octus database) in order to provide you with work-finding services.
- to fulfill our Contractual and Legal Obligations

You also consent Realise Ed Ltd processing your personal data for the purposes of CV Parsing (via a parsing tool for uploading a CV onto the Realise Ed Ltd CRM), and for internal audits and investigations carried out within Realise Ed Ltd to ensure that Realise Ed Ltd is complying with all relevant laws and obligations.

The consent you give to Realise Ed Ltd will last for 6 years in order to comply with certain Legal Obligations

You are aware that you have the right to withdraw your consent at any time by informing Realise Ed Ltd that you wish to do so. Please email info@realiseed.com with your instruction to withdraw consent.
Please note that Realise Ed Ltd may continue to process your personal data where we have a legal obligation to continue to do so.