

Privacy Policy: Supply Collective Ltd

Last Updated: 5th July 2026

1. Introduction

Supply Collective ("we," "us," or "our") is committed to protecting the privacy and security of your personal information. This policy describes how we collect, store, and use personal information about teachers ("Staff") and school representatives ("Schools").

- **Company Number:** 17323852
- **Registered Address:** 15 Neptune Court, Vanguard Way, Cardiff, CF24 5PJ
- **Contact Email:** compliance@supplycollective.co.uk

2. Information We Collect

We collect only the data necessary to provide our recruitment services.

- **For Staff:** Name, contact details, CV, job title, employment history, right-to-work documentation, and financial details for payroll.
- **For Schools:** Contact name, job title, school name, address, and billing/finance notes provided during registration.

3. Purpose and Legal Basis for Processing

We process your data to manage the recruitment relationship, facilitate bookings, and comply with legal obligations. Our legal bases include:

- **Performance of a Contract:** Necessary to provide our staffing services.
- **Legal Obligations:** To comply with UK employment and tax laws.
- **Legitimate Interests:** To support our operational needs, such as network security and service improvements.

4. How We Share Your Information

We only share information with third parties where necessary to provide our services. This may include:

- **IT and System Providers:** Reputable third parties who provide our hosting and portal support.
- **Legal Requirements:** If required by law or to defend legal claims.
- **Business Transfers:** In the event of a merger or business asset transfer.

5. Data Retention

We store your data only for as long as is necessary for the purposes for which it was collected or to comply with legal/accounting requirements. If you are a candidate, you may consent to having your profile remain active in our system for future opportunities.

6. Your Rights

Under UK GDPR, you have the following rights regarding your personal data:

- **Right of Access:** To request copies of your personal data.
- **Right to Rectification:** To correct inaccurate or incomplete information.
- **Right to Erasure:** To request the deletion of your data in certain circumstances.
- **Right to Restrict or Object:** To request a restriction on processing or to object to how we use your data.
- **Data Portability:** To receive your data in a machine-readable format.

7. Contact Us

If you have questions about this policy or wish to exercise your rights, please contact us at:

- **Email:** compliance@supplycollective.co.uk
- **Phone:** 029 2063 2361