

# Oxford Teacher Services Ltd

## Privacy Policy

September 2020 V1.4

TeachVac is committed to protecting and respecting your privacy. TeachVac is a subsidiary of Oxford Teacher Services Ltd who are registered with the Information Commissioner's Office (ICO)(registration number: ZA195335).

This privacy policy applies solely to information collected by web sites and services run by Oxford Teacher Services Ltd (currently Oxteachserv, TeachVac, TeachSted and TeachVac Global) By visiting and/or using our websites and web-based systems, you will be taken to have read, understood and accepted this privacy policy.

This privacy policy outlines what personal information we collect and how we will use that information.

If you have any questions about the use of your personal information, please contact us at [enquiries@oxteachserv.com](mailto:enquiries@oxteachserv.com) or by writing to us at:

Innovation Centre, Monks Brook, Newport, PO30 5WB

Please make sure that you check this policy regularly.

### Introduction

TeachVac and TeachVac Global operate as a job matching service for education jobs in England (TeachVac) and the Rest of the World (TeachVac Global). Jobs in schools are highlighted to registered applicants who decide whether to contact a school about a job and if so make that contact personally. Oxford Teacher Services (TeachVac, TeachVac Global, TeachSted) do not pass on ANY personal data to schools or other third parties.

Oxford Teacher Services Ltd acts as the 'Data Controller' for the personal information that we collect from users of our websites and web-based systems.

We do not pass on your information to other parties nor do we store it to contact you for a purpose other than under the direction of the Data Controller. We employ a high standard of security and have implemented technical and organisational measures to ensure your personal information is processed securely.

The information we collect is stored safely and securely. All information is stored in the UK. UK2 provide our server infrastructure and will have access to the information we collect. However, their use is limited to that required to ensure our systems are operational.

### Information we collect from you and what we do with it

We collect very little information – just that required to provide the education job matching service. Since the service is 'closed' you are required to log in to access it.

### Username / password.

This is only used to allow you access to the service. You, as a user, choose the User name and password. The password is encrypted and no one at Oxford Teacher Services is able to see the unencrypted password. In the event of forgetting a password, a new one is generated.

### Email address

The email address is used only to alert you to job opportunities and very occasionally for system status changes or announcements that affect the operation of the service. It is not passed on to any third party save as is required by law.

### Other data

Some other data is stored to provide the matching service. Typically this includes only an indication of the level of post required in any new job and the geographic area for new jobs. We do not either ask for or store current location or employment level.

Our lawful basis for collecting and holding this information is our fulfilment of an agreement (“contract”) to provide access to a site which would not otherwise be accessible to you and to provide the primary service for that site (i.e. education job matching)

Where we offer a paid service – this is for organisations, not individuals - payment processing is entirely handled by a third party. Oxford Teacher Services only records the success or otherwise of the transaction in order to supply the service.

Where an individual explicitly makes a request of Oxford Teacher Services for a service or supply of goods than that request and the information relating to that request will be collected and stored. Any personal information will not be passed on to third parties save for the details required to process a financial transaction (see preceding paragraph).

Where a user is granted access to a system, the registration information will be kept for as long you require access to the site.

You can access or amend the information that we hold about you in our web-based systems via your ‘My Details’ page.

## **Contacting us**

If you want to object to us processing your information as detailed above, or no longer require access to a site and want your information removed, please contact us.

All our websites and web-based systems indicate several ways of contacting us including email, telephone and post.

When you contact us you may be asked to provide some or all of the following:

- Registered email address
- User name
- Contact telephone number (where a telephone response is requested)

Our lawful basis for collecting this information is our fulfilment of an agreement (“contract”) to provide a response to your query.

The information you provide to us is logged and stored. We will use the information provided to provide a response, but for no other purpose.

## **Information we collect from all site users and what we do with it**

All of our websites and web-based systems automatically collect some information which may be considered ‘personal information’.

Our web servers collect some data (e.g. IP address and browser type) which we use to identify the country of origin of the request for statistical purposes and to enhance the browser experience to suit the majority of users. We will not make any attempt to identify individual users, except where there is a reasonable suspicion that unauthorised access to systems is being attempted. Aggregated analysis of this anonymised data is used to monitor usage of the website or web-based system. Statistical analysis of anonymised data may be passed on to third parties (e.g. the number of teachers currently looking for a maths job in England).

This is our legitimate interest for collecting this information.

In the case of all users, Oxford Teacher Services reserves the right to attempt to identify and track any individual who are reasonably suspected of trying to gain unauthorised access to our computer systems or resources.

## **Cookies**

TeachVac and TeachVac Global are registered with Google Analytics to provide statistical data about search results. Oxford Teacher Services only receives anonymised statistical data from these cookies.

Oxford Teacher Services only make use of 'Necessary Cookies' on our web sites. These are cookies which are required for the operation of the site – e.g. to navigate you from one page to another. We do not store these cookies permanently (we use 'Session' cookies only) or make use of them to track previous visits. These Cookies are not shared with any third parties.

Unless a longer retention period is required or permitted by law, we will only hold your personal information on our systems for the period necessary to fulfil our purposes for processing.

## **Links**

Our web sites contain links to other sites. Please be aware that Oxford Teacher Services are not responsible for the privacy practices of other sites.

## **Necessary Disclosure by law**

Though we make every effort to preserve user privacy, we may need to disclose personal information when required by law where we have a good-faith evidence or belief that such action is necessary to comply with a current judicial proceeding, a court order or legal process served on our website.