

# Cookies & Privacy

This privacy policy sets out how Protocol Education uses and protects any information that you supply when you use this website. Protocol Education is an education recruitment agency.

On this website you can:

- Register to work as a supply teacher, support worker or nursery nurse
- Search for supply teaching jobs across England

Protocol Education is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Protocol Education may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from July 2010.

## What we collect

When registering to work or applying for a job with Protocol Education we collect the following information:

- Name
- Contact information including email address
- Location information including postcode
- A copy of your CV

## What we do with the information we gather

We require this information to assess your suitability for work:

- Vetting, checking and clearing you for work in schools
- Internal record keeping and external auditing

We may periodically send promotional emails about new, special offers and services.

From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail.

## Security

Once you are fully registered or have had your existing record enabled, you will be able to access your information via a secure and password protected log-in area. We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online and hold in our database.

## How we use cookies and log files

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log files and third party tracking cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## Controlling your personal information

If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [marketing@protocol-education.com](mailto:marketing@protocol-education.com)

We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so.

You are able to request details of personal information which we hold about you under the Data Protection Act 1998. The request must be made in writing (not email) as an original signature is required, and a £10.00 fee is applicable. Requests are to be sent to:

The Quality Manager  
Protocol Education  
2nd Floor  
247 Tottenham Court Road  
London W1T 7QW  
United Kingdom

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.