

## Privacy and GDPR Statement

### Introduction

The Teach Team is committed to protecting and respecting your privacy. This Privacy and GDPR Statement explains how we collect, use, disclose, and safeguard your information when you visit our website [www.theteachteam.co.uk](http://www.theteachteam.co.uk), use our services, or interact with us. Please read this statement carefully to understand our views and practices regarding your personal data and how we will treat it.

### 1. Data Controller

The data controller responsible for your personal data is:

The Teach Team Ltd  
304 Leicester Road, Wigston, Leicestershire, LE18 1JX  
[compliance@theteachteam.co.uk](mailto:compliance@theteachteam.co.uk)  
0121 274 4820

### 2. Information We Collect

We may collect and process the following data about you:

- **Personal Identification Information:** Name, address, email address, phone number, date of birth, and other contact details.
- **Professional Information:** Qualifications, experience, employment history, references, and other information related to your professional background.
- **Usage Data:** Information about how you use our website, products, and services.
- **Communication Data:** Records of your correspondence with us.

### 3. How We Use Your Information

We use the information we collect for the following purposes:

- To provide and manage our services.
- To communicate with you regarding our services.
- To comply with our legal and regulatory obligations.
- To improve our website, products, and services.
- For internal record keeping and administrative purposes.
- To protect our interests and those of our clients.

August 2024

#### 4. Legal Basis for Processing

We process your personal data based on the following legal grounds:

- **Consent:** Where you have provided consent to process your data for specific purposes.
- **Contractual Necessity:** Where processing is necessary for the performance of a contract with you.
- **Legal Obligation:** Where we need to comply with a legal or regulatory obligation.
- **Legitimate Interests:** Where it is necessary for our legitimate interests, and your interests and fundamental rights do not override those interests.

#### 5. Data Sharing and Disclosure

We do not sell, trade, or otherwise transfer to outside parties your personal data except in the following circumstances:

- With your consent.
- To trusted third parties who assist us in operating our website, conducting our business, or providing services to you, so long as those parties agree to keep this information confidential.
- To comply with a legal obligation or to protect the rights, property, or safety of The Teach Team, our clients, or others.

#### 6. Data Security

We implement appropriate technical and organizational measures to ensure a level of security appropriate to the risk of processing your personal data. However, no method of transmission over the internet or method of electronic storage is 100% secure, and we cannot guarantee absolute security.

#### 7. Data Retention

We will retain your personal data only for as long as is necessary for the purposes set out in this statement and to the extent necessary to comply with our legal obligations, resolve disputes, and enforce our policies.

#### 8. Your Data Protection Rights

Under GDPR, you have the following rights:

- **Access:** The right to access your personal data we hold.
- **Rectification:** The right to have inaccurate personal data corrected or completed if incomplete.

August 2024

- **Erasure:** The right to request the deletion or removal of your personal data where there is no compelling reason for its continued processing.
- **Restriction:** The right to request the restriction of processing your personal data.
- **Data Portability:** The right to obtain and reuse your personal data for your own purposes across different services.
- **Objection:** The right to object to the processing of your personal data in certain circumstances.

To exercise any of these rights, please contact us at [compliance@theteachteam.co.uk](mailto:compliance@theteachteam.co.uk)

## 9. Changes to This Statement

We may update this privacy statement from time to time. We will notify you of any changes by posting the new privacy statement on this page. You are advised to review this privacy statement periodically for any changes.

## 10. Contact Us

If you have any questions about this privacy statement, please contact us:

The Teach Team Ltd  
304 Leicester Road, Wigston, Leicestershire, LE18 1JX  
[compliance@theteachteam.co.uk](mailto:compliance@theteachteam.co.uk)  
0121 274 4820