



Company Name:	Complete Classroom Services ('the Company')
Policy Name:	Privacy Notice
Date:	March 2026

1. Introduction

Complete Classroom Services (“we”, “us”, or “our”), is committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use, and protect personal data when you use our website, register with us as a candidate, or interact with our recruitment services.

Complete Classroom Services acts as the data controller responsible for processing your personal data.

Registered Office:

Roebuck House
Fallow End
Welwyn
Hertfordshire
AL6 9ST

Contact Email: info@completeclassroomservices.com

2. Collection and Use of Personal Data

We collect and process personal data to provide recruitment and work-finding services.

You may provide personal data to us directly, for example when:

- Creating an account on our website
- Submitting a CV or job application
- Registering with us for recruitment services
- Contacting us by email or telephone

We may also obtain personal data from third-party sources such as job boards or professional networking platforms.

3. Types of Personal Data We Collect

Personal Identification Information:

- Name
- Address
- Email address
- Telephone number

[Complete Classroom Services, part of the Realiseme Group, a social enterprise company.](#)

[Registered office: Roebuck House, Fallow End, Welwyn, Herts AL6 9ST](#)

[Company no: 14460363](#) [VAT no: 431864689](#)

Professional Information:

- CV and employment history
- Qualifications and certifications
- Skills and experience
- References

Compliance Information:

- Right to work checks
- Identification documents
- Criminal record checks where required for specific roles

Technical and Website Usage Data:

- IP address
- Browser type and version
- Device type
- Operating system
- Website pages visited
- Time and date of visits

4. Purpose and Legal Basis for Processing

We process personal data for the following purposes:

- Providing recruitment and job-matching services
- Managing candidate accounts
- Communicating with candidates about opportunities
- Improving our website and services
- Website analytics (with consent)
- Compliance with legal and regulatory obligations

5. Legitimate Interests

We rely on legitimate interests where necessary for our business operations and where those interests do not override your rights and freedoms.

These legitimate interests include:

- Matching candidates with suitable job opportunities
- Maintaining and improving our recruitment platform
- Communicating relevant service updates
- Ensuring the security of our systems

You have the right to object to processing based on legitimate interests.

6. Sharing Personal Data

We may share personal data with trusted third parties where necessary to provide our services. These may include:



- Clients to whom we introduce candidates
- Payroll service providers
- Other recruitment agencies within the supply chain
- IT and CRM providers
- Website hosting providers
- Analytics providers (such as Google)
- Professional advisers including legal and accounting advisers
- Government authorities and regulators where required by law

We do not sell personal data to third parties.

7. International Data Transfers

Some of the third-party service providers we use may process personal data outside the United Kingdom.

Where this occurs, we ensure appropriate safeguards are implemented to protect personal data. These safeguards may include the UK International Data Transfer Agreement (IDTA) or the UK Addendum to the EU Standard Contractual Clauses.

8. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected and to comply with legal obligations.

Typical retention periods include:

- Candidate records: up to 6 years after last interaction
- Recruitment records: as required by employment regulations
- Payroll and tax records: 3–6 years
- Website analytics data: up to 14 months

9. Cookies and Website Tracking

Our website uses cookies and similar technologies to improve functionality and understand how visitors use our website.

Cookies may collect information such as:

- IP address
- Device information
- Browsing behaviour

Some cookies are essential for the operation of the website. Other cookies, such as analytics cookies, are only used with your consent.

Further information about the cookies we use is available in our Cookie Policy.

You can manage your cookie preferences at any time using the cookie settings on our website.



10. Your Data Protection Rights

Under UK data protection law you have the following rights:

- The right to be informed about how your personal data is used
- The right of access to your personal data
- The right to rectification of inaccurate data
- The right to erasure in certain circumstances
- The right to restrict processing
- The right to data portability
- The right to object to processing based on legitimate interests
- The right to withdraw consent where processing is based on consent

11. Automated Decision Making

We do not use automated decision-making or profiling that produces legal or similarly significant effects on individuals.

12. Data Security

We implement appropriate technical and organisational measures to protect personal data from unauthorised access, disclosure, alteration, or destruction.

These measures include:

- Secure servers and firewalls
- Encryption of sensitive information
- Access controls and authentication systems
- Security monitoring and testing

13. Links to Other Websites

Our website may contain links to external websites. We are not responsible for the privacy practices of those websites.

We encourage you to review the privacy notices of any external sites you visit.

14. Changes to This Privacy Notice

We may update this Privacy Notice from time to time. Any updates will be posted on this page with a revised date.

15. Complaints

If you have any concerns about how we handle your personal data, please contact us at info@completeclassroomservices.com.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO): <https://ico.org.uk/concerns>