



Data Handling Policy

About Us

Argan Training Solutions Ltd is a recruitment firm offering work-finding services for its clients and work-seekers in the healthcare and education sectors. In this capacity, Argan Training Solutions acts as a data controller, processing personal data (including sensitive, special category, and criminal data) to facilitate these services.

When you share your personal details with Argan Training Solutions, be it through an application, our website, or any other medium, or when we collect them from sources like job boards, we require a legal basis to process this data. This data is crucial in providing you with work-finding services and/or sharing information regarding roles that align with your profile. We handle your data as per the guidelines in this statement.

1. Gathering and Usage of Personal Information

a. Purpose and Legal Basis of Processing

Argan Training Solutions collects and processes certain data to provide you with work-finding services, inclusive of SMS notifications about long-term roles (all messages have an opt-out feature). Occasionally, we might have to utilize your data for crime detection, reporting, and adherence to applicable laws. Furthermore, we use this data during internal audits to exhibit our compliance with specific industry standards.

Typical General Data includes name, DOB, NI number, contact details, teacher reference number, photograph, employment record, and safeguarding checks. Sensitive Data mainly concerns permission to work ID. Online searches and Social Media checks on candidates form part of our vetting procedure, in line with KCSIE's recommendations.

By law, we need to gather Special Category Data, like passports and disclosed health/disability conditions, and criminal offense data like your Enhanced DBS for safeguarding.

Your data is stored securely, ensuring restricted access.

Legal bases for these services include:

- Legal Obligation: e.g., processing payroll and work permission documents.
- Contractual Obligation: e.g., processing assignment details and payment information.
- Legitimate Interest: sharing of personal data for work-finding services.

b. Data Recipients

Argan Training Solutions Ltd will share your data with:

- Former employers for references.

- Selected clients for work-finding services.
- Specific agencies and organizations for compliance, audits, and safeguarding checks.

2. Holding onto Your Data

We will retain your personal data as mandated by law. For details on our retention periods, please request our Retention Policy at info@argantraining.com or call 07507904292.

3. Your Rights Concerning Your Data

You have various data protection rights, like access, rectification, erasure, and more. Should you wish to withdraw any consent you've given us, reach out to info@argantraining.com. Certain requests might be subject to legal obligations, and we'll communicate any such instances.

4. Addressing Concerns

For any complaints about this privacy notice or related processes, contact info@argantraining.com. If you believe your data protection rights are violated, contact the Information Commissioner's Office at 0303 123 1113 or visit <https://ico.org.uk/concerns/>.

Our Location:

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