

# Privacy Policy – Pillar Staffing Group Ltd

Effective Date: 18 April 2026

Last Updated: 18 April 2026

## 1. Who We Are

Pillar Staffing Group Ltd (“we”, “us”, “our”) is a recruitment agency specialising in the supply of staff across:

- Early Years (EYFS)
- Primary & Secondary Education (KS1–KS5)
- Further Education (FE) & Higher Education (HE)
- Non-classroom roles (e.g. cleaners, site staff, supervisors)

We act as both:

- Data Controller
- Data Processor

## 2. Contact Details

Company Name: Pillar Staffing Group Ltd  
Email: [compliance@pillarstaffinggroup.co.uk](mailto:compliance@pillarstaffinggroup.co.uk)  
Registered Address: 128 City Road, London, United Kingdom, EC1V 2NX  
For all data queries:  
[compliance@pillarstaffinggroup.co.uk](mailto:compliance@pillarstaffinggroup.co.uk)

## 3. What Data We Collect

Candidates  
**We may collect:**

- Full name, address, contact details
- CV, employment history, qualifications
- Right to work documentation
- DBS and safeguarding information
- References and employment checks
- Bank details (for payroll)
- Availability and work preferences

## 4. How We Use Your Data

Candidates

- Match you with suitable roles
- Carry out safeguarding and compliance checks
- Process payroll and payments
- Communicate job opportunities

Clients

- Provide recruitment services
- Fill vacancies
- Manage bookings and placements
- Process invoices

## 5. Legal Basis for Processing

**We rely on:**

- Contractual necessity
- Legal obligation (safeguarding, right-to-work, DBS)
- Legitimate interests (recruitment operations)
- Consent (marketing where applicable)

## 6. Safeguarding & Sensitive Data

Due to the nature of education recruitment, we process:

- Criminal record data (DBS)
- Safeguarding declarations

This is processed under:

- UK GDPR (Articles 6 & 9)
- Data Protection Act 2018

**We ensure:**

- Restricted access
- Secure systems
- Data minimisation

## 7. Data Sharing

### We may share data with:

Schools, academies, colleges, and education providers  
Payroll providers / umbrella companies  
Background screening providers (DBS)  
Professional advisors  
We do not sell personal data.

## 8. Data Retention

Candidate data: Up to 2 years from last contact  
Safeguarding/compliance: As legally required  
Financial records: 6 years (HMRC)

## 9. Your Rights

### Under UK GDPR, individuals can:

Access their data  
Request correction  
Request deletion  
Restrict processing  
Object to processing  
Request data portability  
To exercise rights:  
[compliance@pillarstaffinggroup.co.uk](mailto:compliance@pillarstaffinggroup.co.uk)

## 10. Data Security

### We implement:

Secure cloud systems  
Access controls  
Password protection  
Encrypted storage where applicable

## 11. Cookies

### We use cookies to:

Improve user experience  
Analyse website performance  
Users can control cookies via browser settings.

## 12. Third-Party Links

We are not responsible for third-party privacy practices.

## 13. Complaints

If you are unhappy, you can contact:  
Information Commissioner's Office  
Website: <https://ico.org.uk>

## 14. Updates

This policy may be updated periodically. The latest version will always be available on our website.