



Company Name:	Rotherwood Recruitment (2020) Ltd (“The Company”) T/A Rotherwood Recruitment / Rotherwood Education / Rotherwood Cares
Policy Name:	PRIVACY POLICY
Date:	June 2025

Rotherwood Recruitment (2020) Limited trading as Rotherwood Recruitment; Rotherwood Education, including its sub-divisions, is committed to respecting and ensuring that your privacy is protected.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed. Please read the following in order to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the “Act”), the data controller is Rotherwood Recruitment (2020) Ltd, 21 Cavendish Street, Keighley, West Yorkshire. BD21 3RB.

Information which may be collected:

- We request information from the user on our online registration forms. Here a user must provide contact information and information regarding the type of work you are seeking and your skills, qualifications and experience. This information is used to enable us to provide you with work-finding services. If we have trouble processing your application, this contact information is used to get in touch with you. Rotherwood Recruitment (2020) Ltd does not use this information for any other purpose.
- Information that you provide when completing any forms on our website, including information provided at the time of registering to use our site, ordering any products or services as described on our site, posting any information or material or requesting further services

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- 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. We may use the information to customise the website according to your interests.

Security

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.

How we use cookies

A cookie is a small file which asks permission to be placed on your computers 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 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

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Rotherwood Recruitment (2020) Ltd, 21 Cavendish Street, Keighley, West Yorkshire. BD21 3RB

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.

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. Rotherwood Recruitment (2020) Ltd 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 01/01/2024.

TERMS OF USE

Terms of Website Use

This page, together with the documents referred to on it, explains the terms of use on which you may make use of our website, www.rotherwood-recruitment.com ("our site"), whether as a guest or a registered user. By using our site you indicate that you accept these terms of use and that you agree to abide by them. If you do not agree to these terms of use, please refrain from using our site.

Information about us

Rotherwood Recruitment (2020) Ltd LLP has four divisions of which it trades; Rotherwood Recruitment (2020) Ltd, Rotherwood Teachers, Rotherwood Solutions and Rotherwood Payroll. We are a limited liability partnership with our registered office located at 21 Cavendish Street, Keighley, West Yorkshire. BD21 3RB.

Accessing our site

Access to our site is permitted on a temporary basis, and we reserve the right to withdraw or amend any service we provide on our site without notice (see below). We will not be liable if for any reason our site is unavailable for any period of time. From time to time, we may restrict access to some parts of our site, or the entirety of our site.

If you chose, or you are provided with a security/identification code or password as part of our security procedures you must treat such information as confidential and you must not disclose it to a third party. We have the right to disable any user identification code or password whether chosen by your or allocated by ourselves at any time, if in our opinion you have failed to comply with any of the provisions of these terms of use.

When using our site you must do so only for lawful purposes only and you may not use our site:

- In any way that breaches any applicable local, national or international law or regulation
- In any way that is unlawful or fraudulent, or has any unlawful or fraudulent purpose or effect
- For the purpose of harming or attempting to harm minors in any way
- To send, knowingly receive, upload, download, use or re-use any material that is defamatory of any person, is obscene, hateful or inflammatory, promotes sexually explicit material, promotes violence or discrimination based on race, sex, religion, nationality, disability, sexual orientation or age, infringes any copyright, database right or trade mark of any other person, is likely to deceive any person, is made in breach of any legal duty owed to a third party (such as a contractual duty or a duty of confidence), promotes any illegal activity, is threatening, abuses or harass, upset, embarrass or annoy any other person, is used to impersonate any person or to misrepresent your identity or affiliation with any person, gives the impression that they emanate from us, if this is not the case, and/or advocates, promotes or assists any unlawful act such as (by way of example only) copyright infringement or computer misuse.
- To transmit, or procure the sending of, any unsolicited or unauthorised advertising or promotional material or any other form of similar solicitation (spam).
- To knowingly transmit any data, send or upload any material that contains viruses, Trojan horses, worms, time-bombs, keystroke loggers, spyware or any other harmful programs or similar computer code designed to adversely affect the operation of any computer software or hardware.

When using our site you agree:

- Not to reproduce, duplicate, copy or re-sell any part of our site in contravention of the provisions of these terms of use.
- Not to access without authority, interfere with, damage or disrupt any part of our site, any equipment or network on which our site is stored, any software used in the provision of our site or any equipment or network or software owned or used by a third party.

You are responsible for making all arrangements necessary for you to have access to our site. You are also responsible for ensuring that all persons who access our site through our internet connection are aware of these terms and that they comply with them.

We will determine, at our discretion, whether there has been any breach of these terms through your use of our site and when such a breach has occurred, we may (without liability) take such actions as we reasonably deem appropriate in the circumstances, including (without limitation) immediate, temporary or permanent suspension of your right to access or use our site, immediate, temporary or permanent removal of any information uploaded by you to our site, issuing a warning to you, taking legal proceedings against you for reimbursement of all costs on an indemnity basis (including but not limited to reasonable, administrative and legal costs) resulting from the breach, taking further legal action against you as we feel is reasonably necessary and/or the disclosure of such information to law enforcement authorities.

Intellectual Property Rights

We are the owner of all intellectual property rights in our site, and in the material published on it. Copyright laws and treaties around the world protect those works. All such rights are reserved.

You may print off one copy and may download extracts of any page(s) for your personal reference/use and you may draw the attention of others within your organisation to material posted on our site.

You must not modify the paper or digital copies of any materials you have printed off or downloaded in any way. You must not use any illustrations, photographs, logos, separately from any accompanying text.

Our status as the authors of the material on our site must always be acknowledged.

Reliance on Information Posted

Commentary and other materials posted on our site are not intended to amount to advice on which reliance should be placed. We therefore disclaim all liability and responsibility arising from any reliance placed on any such commentary or materials by any visitor to our site, or by anyone who may be informed of any of its contents.

Our Liability

The material displayed on our site is provided without any guarantees, conditions or warranties as to its accuracy. To the extent permitted by law, we hereby expressly exclude:

- All conditions, warranties and other terms that might otherwise be implied by statute, common law or the law of equity
- Any liability for any direct, indirect or consequential loss or damage by any user in connection with our site or in connection with the use, inability to use, or results of the use of our site or any websites linked to it and any materials posted to it including (without limitation) any liability:
 - Loss of income or revenue
 - Loss of business
 - Loss of profits
 - Loss of contracts
 - Loss of data
 - Loss of goodwill
 - Loss of time of management/office
 - For any other loss or damage of any kind

Transactions Concluded Through Our Site

Contracts formed through our site or as a result of visits made by you to our site for the supply of DBS checking service are governed by our online service agreement of supply of our Criminal Records Bureau umbrella body service for the administration of disclosure application forms.

Jurisdiction and Applicable Law

The English courts will have jurisdiction over any claim arising from, or related to, any visit to our site, although we retain the right to bring proceedings against you for any breach of these terms of use in your country of residence. English law governs these terms of use.

Variations

We may revise these terms of use at any time by amending this page. You are expected to check this page from time to time to take notice of any changes made. Some of the provisions contained in these terms of use may be superseded by terms, provisions or notices published elsewhere on our site.