

Privacy Statement

The Apollo Teaching Services website will/may need to collect and store information that you freely supply to our company. We acknowledge and provide an assurance that any such information will be treated confidentially and it will not be shared or sold to any third party.

Your personal details

Keeping staff personal information confidential is a number one priority and we provide assurance that Apollo Teaching Services we will never sell your details for mailing or marketing purposes or share candidate or client details with any third parties.

Contacting You

During the course of your employment we will/may need to contact you with information of training events; legal news/updates and information and other such information. Apollo Teaching are proactive and always aim to be at the forefront of improve our services to the staff who use us and the schools we work with, in order for us to do this constructively, we may occasionally contact you for research purposes by phone and or emails. If any staff member wishes to opt out of any such research, please inform us by email and we will ensure you do not receive any further correspondence form Apollo Teaching Services.

Data protection Compliant

Apollo Teaching Services fully comply with the Data Protection Act 1998. Our compliance team operate stringent procedures and all data is stored in line with the data protection act and is a) password protected and b) only accessible to authorised staff. Any data we hold will remain confidential and will not be disclosed to anyone unless there is a legal obligation to do so.

You maintain the right to request a copy of any information about you we hold at any time. To receive a copy of any information you have disclosed, contact Compliance Department. Apollo Teaching Services. Apollo Business Village. Heol Persondy. Aberkenfig. CF32 9RF.

Using the Apollo website

When you visit apolloteaching.co.uk for information, vacancies or to contact us, we will ask you to submit and will collect your personal information from you, limited to: your name, email address, home address, telephone number, placement preference and any information you supply within the message form. We may collect information about the URL you came from, IP address, browser type and the area where your computer is located, the web pages viewed during your visit. Apollo Teaching may use this information to help us make improvements to our website and our services.

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TEACHING SERVICES

Any staff information which we use to identify you is held in the strictest confidence and this information **will only be used** for the following purposes:

- To enable us to source and provide you with supply work and training event information
- To help us improve our website and the services we offer both our candidates and clients
- To regularly maintain and update our website
- To collate and analyse data to allow us to gain current trends and facts pertaining to marketing campaigns

Your personal information is treated with the strictest of confidence and will never be sold; transferred or shared with any third parties at any time.

The Use of Cookies

Cookies may be used when visiting apollo Teachingservices.co.uk. By using cookies, we can collate information about your online preferences which allows us to match our website to the needs of our staff and the schools who use our services. By using cookies, we promise not to store any sensitive or confidential information about staff or schools. We accept that this is a personal preference and respectfully acknowledge that not all staff/schools will want their preferences to be collated and if so, they may set their computer, mobile phone or other mobile devices to accept all cookies, notify you when a cookie is used, or choose not to receive cookies at any time at all.