Education 1st
"enhancing lives through education"
Sports 1st

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Privacy Notice

Third Parties & Contractors

Privacy Notice Review

The responsibility of reviewing and maintaining this Privacy Notice is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Approved on:	15th June 2026
Review date:	15th June 2027
Added to the Education 1st website:	Yes

Signed

Craig Dembicki
Managing Director
Education 1st

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Purpose of this Policy

Education 1st is committed to protecting the rights and freedoms of data subjects and safely and securely processing their data in accordance with all of our legal obligations.

We hold personal data about our employees, prospective employees, clients, service users, third parties and contractors, and other individuals for a variety of business purposes.

This policy sets out how we protect personal data and ensure that our third parties and contractors understand the rules governing the use of their personal data during the period of their relationship with Education 1st.

Relevant Legislation:

This Privacy Notice has been prepared in accordance with the Data Protection Act 2018 (DPA), the UK General Data Protection Regulation (UK GDPR), the Data (Use and Access) Act 2025 (DUAA) and other related legislation.

This Privacy Notice explains how Education 1st collects, uses, stores and protects personal data in accordance with the above regulations. Education 1st is the Data Controller for the personal data it processes. Education 1st is the data controller for personal data we collect and process from contractors, consultants, volunteers, and other third parties providing services to the organisation.

What is personal information?

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of a natural living person (UK GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (UK GDPR article 9).

What personal data we collect

We may collect personal information necessary to provide or manage the services you deliver, including:

- Name, title, and contact details (address, phone, email)
- Professional qualifications or relevant experience
- Payment or invoice details (if applicable)
- Emergency contact information (where required)
- Records of DBS or other safeguarding checks (where required)

Why we collect your data

We process your personal data for the following purposes:

- To manage your contract or agreement with Education 1st
- To meet legal obligations (e.g., safeguarding, payroll, health & safety)
- To protect the vital interests of pupils or staff (where necessary)
- To carry out tasks in the public interest (education provision)

Legal basis for processing

- Contract (Article 6(1)(b) UK GDPR) – necessary to manage your services or contract
- Legal obligation (Article 6(1)(c) UK GDPR) – to comply with statutory duties
- Public task (Article 6(1)(e) UK GDPR) – where processing is required for the management of the organisation

Who we share your data with

Your personal data may be shared with:

- Payroll or finance providers (if payments are made)
- DBS or other vetting organisations (for safeguarding purposes)
- Local Authority or regulatory bodies where required by law
- IT or software providers acting as data processors

We will only share the minimum necessary information and ensure it is secure.

How long we keep your data

Your data will be retained in line with our retention schedule and statutory requirements, generally for the duration of your engagement and up to six years after it ends, except where longer retention is required by law (e.g., safeguarding records).

Your rights

You have the following rights in relation to your personal data:

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis.

- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:

- Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
- Direct marketing.
    - Rights in relation to automated decision making and profiling

Withdrawal of consent:

Where we are processing your data with your consent, you have the right to withdraw that consent if you change your mind or are unhappy with our use of your personal data. Please let us know by contacting the Education 1st Data Protection Officer.

Last updated:

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. Version control can be found on page one of this Privacy Notice.

Contact:

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, Education 1st , The Meriton, Meriton Street, Bristol BS2 0SZ on the following email: louise.harvey@education-1st.org.uk or by telephone on 07341 564377 for further information.