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

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Privacy Notice

Students, Families & Carers

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, students, their families and carers, and other individuals for a variety of educational and business purposes.

This policy sets out how we protect personal data and ensure that our students, their families and carers understand the rules governing the use of their personal data during the recruitment and employment process.

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 advises parents, carers, and guardians of students attending Education 1st, about our data protection responsibilities on the collection and processing of student's personal information.

Parents, carers, or guardians can exercise their child's data protection rights on their behalf. Current guidelines state that when your child is older (usually when they reach the age of 13) they may be considered mature enough to exercise their own data protection rights.

This Privacy Notice explains how Education 1st collects, uses, stores and protects the personal data of students and their families in accordance with the above regulations. Education 1st is the Data Controller for the personal data it processes.

What is personal information?

Personal information is any information that relates to your child that can be used directly or indirectly to identify your child.

This includes information such as their name, date of birth and address as well as information relating to their academic results, medical details, and behaviour records. This may also include sensitive personal information such as their religion or ethnic group, photographs, and video recordings.

Personal information and processing are defined as follows:

- Personal data is information relating to an identifiable person, i.e. can be identified, directly or indirectly, by reference to an identifier 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 that person (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 (GDPR article 9).

- Processing means any set of operations which is performed on personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure, or destruction (GDPR article 4).

Data protection principles

Education 1st process personal data about students in accordance with the following data protection principles:

- We process personal data lawfully, fairly and in a transparent way.
- We collect personal data only for specified, explicit and legitimate purposes.
- We process personal data only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
- We keep accurate personal data and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
- We keep personal data in a form which permits identification from personal data for no longer than is necessary for the purpose of the processing or, if for longer periods, for such reasons as permitted by the UK GDPR, Data Protection Act 2018 and the Data Use (and Access) Act 2025.
- We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction, or damage.

In our privacy notices, we tell individuals the reasons for processing their personal data, how we use such data and the legal basis for processing. We will not process personal data of individuals for reasons other than the stated purpose or purposes.

Where we process special categories of personal data or criminal records data to perform obligations, this is done in accordance with a policy, or for legal reasons. We will update personal data promptly if an individual advises that his/her information has changed or is inaccurate.

Our legal basis (grounds) for using students' personal data

There are several reasons why we hold, process, and share students' personal data. Under data protection laws, the lawful reasons for processing personal data include:

- Consent.
- For the performance of a contract.
- To comply with a legal obligation.
- To protect the vital interests of the student or another person.
- For a task carried out in the public interest.
- For a legitimate interest of Education 1st or one of the organisations it shares data with (e.g. legal adviser) except where those rights are overridden by the interests or fundamental rights and freedoms of the data subject which require protection, particularly in the case of a child.

Sometimes the handling of students' personal data falls within several of the above lawful grounds.

Consent:
We may ask for your consent to use your child's information in certain ways, such as having their photograph taken. If we ask for your consent to use your child's personal data, you can refuse or take back this consent at any time. Any use of your child's information before you withdraw your consent remains valid.

Performance of a contract:
On some occasions, Education 1st will process students' personal data for the performance of a contract.

Legal obligation:
This is where we need to use students' personal data to comply with a legal obligation. Statutory reporting requirements to the Department for Education (DfE) are included within this section. As is disclosing information to third parties such as the courts or the police where we are legally obliged to do so.

Vital interests:
This legal basis can be used where, for example, we need to disclose information about students to prevent them or someone else from being seriously harmed or killed. An example can include providing information to a medical professional about a student in circumstances where they are unable to provide the information themselves or you are unable to. It may cover an emergency situation.

Public interest:
We consider that we are acting in the public interest when providing education. Specifically, we have a public interest in:

- Providing an education.
- Fulfilling our safeguarding obligations and investigating complaints that may be directly connected with you or may require access to personal data when investigating complaints by others.
- Managing the organisation efficiently.

Legitimate interests:
We have many legitimate interests for which we hold, retain, process, and share students' personal data. This ground is therefore used for many reasons. The UK GDPR and Data Protection Act 2018 states that the exception to using this ground is where it is detrimental to a student's rights.

How do we obtain personal data?

We obtain personal data in a variety of ways. Some of the information comes from admissions and referral forms. This can contain information about you as well as your child

and the same principles contained in this notice apply regarding your personal data. We also receive information about students from other schools and agencies, such as healthcare professionals.

Student data is essential for Education 1st operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

What personal data are we processing?

The categories of personal information that we process may include the following:

- Personal identifiers and contacts – e.g. name, unique pupil number, contact details and address
- Characteristics – e.g. ethnicity, language and eligibility for free school meals
- Safeguarding information – e.g. court orders and professional involvement
- Special educational needs and disabilities (SEND) information – including the needs and ranking
- Medical and administration – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements
- Attendance – e.g. sessions attended, number of absences, reasons for absences and any previous schools the student may have attended
- Assessment and attainment – e.g. any relevant academic or test results
- Behavioural information – e.g. exclusions and any relevant alternative provision put in place

Why do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- To support student learning
- To monitor and report on student attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep students safe
- To meet the statutory duties placed on us for government data collections

How do we store personal data?

Our servers and storage systems are based in the EU or the European Economic Area (EEA), and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, we ensure that we use encrypted devices, passwords, virus protection and have appropriate firewalls.

Retention of personal data

Personal data relating to families and students is retained in line with our Retention Schedule which is modelled on the Information and Records Management Society (IRMS) publication used across the UK Education sector.

Whilst this is not a published document, further information on specific retention schedules for personal information can be obtained from the Data Protection Officer (DPO) on request.

Who do we share your information with?

Education 1st will only share family and student data where there is a lawful basis to do so and where it is necessary. This will include external bodies where required by law or necessary to fulfil its statutory functions, including the Department for Education, Local Authority, occupational health providers, and other regulatory bodies where necessary.

We routinely share information with:

- The local authority (LA)
- The Department for Education (DfE)
- Schools that you go to after leaving a placement with us

We do not share information about you or students with anyone without your consent, unless the law and our policies allow us to do so.

Department for Education (DfE)

The DfE collects personal information from us and our Local Authority (LA) through various collections that Education 1st is required to undertake legally. We are required to share information about students with the DfE either directly or via our LA for the purpose of those data collections, under:

- The Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- The Children and Families Act 2014
- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.

- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

You can also contact the DfE directly using its online contact form by following this link: https://www.gov.uk/contact-dfe.

What rights do you have in relation to your information?

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:

o Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
o Direct marketing.
o Processing for scientific/historical research and statistics.

- Rights in relation to automated decision making and profiling

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk.

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.