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

07341 564 377
admin@education-1st.org.uk
www.education-1st.org.uk

Privacy Notice

Workforce

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

Contents Page

Purpose of this Policy 3
Relevant Legislation: 3
What is personal information? 3
What categories of information are processed? 3
Why do we collect and use your information? 4
Who has access to your personal data? 6
How do we protect employee personal data? 6
Who do we share your information with? 6
Retention of employee data 8
What rights do you have in relation to your information? 8
Withdrawal of consent: 8
Last updated: 9
Contact: 9

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 and other individuals for a variety of business purposes.

This policy sets out how we protect personal data and ensure that our employees 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 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. We collect and process your personal information as part of the recruitment and employment process in relation to the role you are applying for.

The Senior Management involved in workforce employment have responsibility for ensuring that employee's personal information is held and processed in the correct way.

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 categories of information are processed?

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address.
- Email address and telephone number.
- Emergency contact information.
- Date of birth.
- Equal opportunities monitoring information.

- Your nationality and entitlement to work in the UK.
- National insurance number.
- Information about your salary and benefits, including payroll information.
- Qualifications and skills.
- Work experience and employment history.
- References.
- Medical Information.
- Characteristics such as gender, age and ethnicity.
- Contract information such as start date, hours worked, post, roles and salary information.
- Work absence information such as number of absences and reason for absence.
- Information about your criminal record.
- Disability status to enable us to make any reasonable adjustments throughout the employment process.

Why do we collect and use your information?

We collect personal data only for specified, explicit and legitimate purposes, whether by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

- We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
- We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified, updated or deleted in line with our information Retention Schedule.
- We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
- We do this to ensure we make any reasonable adjustments can be made for employees who have a disability.

We will not process personal data of our workforce for reasons other than to manage the employment relationship which includes recruitment and selection, contracts of employment, payroll and pensions, tax and national insurance, absence management, performance management and to ensure the safety of all employees and students at Education 1st.

Where we process special categories of personal data or criminal records data to perform obligations, this is done under the employment exemption (GDPR Article 9).

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check that a member of staff is entitled to work in the UK.

Legal Basis for Using Personal Data:
Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing your personal information are:

1. “Legitimate Interests”

- Under Article 6(1)(f):
    - receiving and reviewing application forms
    - shortlisting
    - arranging interviews
    - contacting referees
    - keeping records of the process

2. "Legal Obligation"

- Under Article 6(1)(c):
    - right to work checks
    - safeguarding checks (DBS checks)
    - recording equal opportunities monitoring (where required)

3. "Contract"

We process certain personal data about employees under Article 6(1)(b) UK GDPR where it is necessary for the performance of the employment contract or to take steps prior to entering into a contract. This includes recruitment, payroll, administration of contractual benefits, and managing the employment relationship.

- Under Article 6(1)(b):
    - processing is necessary to fulfil the employment agreement.

4. Special Category Data

If we collect sensitive information (special category data) (e.g. health data, ethnicity, disability information), we process that data:

- Under Article 9(2)(g) substantial public interest:
- Under the Data Protection Act 2018, Schedule 1, Part 2:
- Under Article 6:
    - legitimate interests or legal obligation, **and**
- Under Article 9:
    - employment and safeguarding obligations.
    - explicit consent (for example, for equality monitoring where optional).
    - processing is necessary to ensure the safety and welfare of students and to meet statutory safeguarding duties.

5. "Public Task"

To carry out our function as an educational organisation:

- Under Article 6(1)(e):
    - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority
    - To provide education
    - To safeguard children
    - To operate safely and effectively
- Processing employee data under Public Task forms part of how we delivers support and education to students.

6. "Consent"

To carry out our function as an educational organisation:

- Under Article 6(1)(a):
    - We may ask for consent for optional activities such as the use of employee photographs

7. "Vital Interest"
This lawful basis is relied on in situations where processing is essential to protecting someone's life, health or safety.

- Under Article 6(1)(d):
    - Sharing emergency contact or medical information with paramedics or healthcare professionals in a medical emergency
    - Providing essential information to emergency services during an accident or safeguarding incident
    - Contacting next of kin in urgent medical situations
- Under Article 9(2)(c):
    - Where special category data (such as health information) is involved
    - processing necessary to protect the vital interests of an individual who is physically or legally incapable of giving consent.

Data relating to employees is essential for the organisation's operational use. Whilst most of the information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, 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.

Who has access to your personal data?

Access to employee personal data is restricted on a role-based basis to authorised members of staff, including senior leadership, HR personnel, payroll staff, line managers (where relevant), safeguarding leads, and IT support where technically necessary.

How do we protect employee 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.

Who do we share your information with?

Education 1st will only share employee data where there is a lawful basis to do so and where it is necessary.

This may include external bodies where required by law or necessary to fulfil its statutory functions, including the Department for Education, Local Authority, HMRC, payroll and finance providers, pension providers, auditors, occupational health providers, and other regulatory bodies where necessary.

We are required to share information about our employees with the DfE section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

The workforce information that we lawfully share with the DfE through data collections:

- Informs the DfE's policy on pay and the monitoring of the effectiveness and diversity of the workforce.
- Links to funding and expenditure.
- Supports longer term research and monitoring of educational policy.

The DfE has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information.
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

To have access to workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

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.

To exercise these rights, you should make a subject access request directly with the DfE.

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

We are also required to share information about our workforce with our Local Authority under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All access is controlled and subject to appropriate confidentiality and security measures.

Retention of employee data

Personal data relating to our employees 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 the Data Protection Officer (DPO) on request.

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:
  - Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
  - Direct marketing.
  - 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 Education 1st 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.