EDJUVERA

DATA PROTECTION & PRIVACY

Privacy Notice

For learners, parents and carers, tutors, applicants, schools, local authorities and website users

Unlocking every learner's potential.

Document owner	Edjuvera Ltd
Version	1.0
Approved / effective date	29 October 2026
Review frequency	At least annually and whenever data processing materially changes
Next scheduled review	October 2027

Comprehensive public privacy notice and due diligence version

Contents

1. Purpose and status of this notice
2. Who we are and how to contact us
3. Legal and regulatory framework
4. Our data protection principles
5. Who this notice applies to
6. Personal information we may collect
7. Special category, SEND and safeguarding information
8. Where we get personal information from
9. Why we use personal information and our lawful bases
10. Children and young people
11. Consent and parental responsibility
12. Sharing information and safeguarding
13. Schools and local authorities: controller and processor roles
14. Who we may share information with
15. Service providers, cloud systems and international transfers
16. Website, cookies and digital services
17. Photographs, video, recordings and testimonials
18. Marketing and communications
19. Artificial intelligence and automated decision making
20. Information security
21. Personal data breaches
22. How long we keep information
23. Your data protection rights
24. Subject access requests
25. Complaints and the ICO
26. Changes to this notice
27. Child friendly privacy summary
Appendix A. Lawful basis matrix
Appendix B. Retention schedule
Appendix C. Inspection and commissioning readiness
Appendix D. Key reference sources

1. Purpose and status of this notice

This Privacy Notice explains how Edjuvera collects, uses, stores, shares and protects personal information. It is intended to be transparent and accessible to the people whose information we handle, including children and young people.

It is designed to support compliance with UK data protection law and current education and safeguarding guidance. It should be read alongside Edjuvera's Safeguarding and Child Protection Policy, Data Protection Policy, Data Retention Schedule, Information Security arrangements, Complaints Policy, Cookie Notice and any service specific information provided at referral or registration.

Ofsted alignment

Ofsted does not prescribe a single standalone privacy notice template for tutoring or alternative provision providers. This notice has been drafted to support inspection and commissioning readiness by reflecting current safeguarding, record keeping and information governance expectations. It does not itself confer Ofsted registration, inspection status or approval.

2. Who we are and how to contact us

Item	Details
Data controller	Edjuvera Ltd
Registered office	29 Grange Road, Rochester (ME2 4DB)
Company number	17441719
ICO registration number	To be confirmed
General and privacy enquiries	hello@edjuvera.co.uk
Website	www.edjuvera.co.uk
Safeguarding contact	Designated Safeguarding Lead: Joke Alawode I joke.alawode@edjuvera.co.uk

Edjuvera will usually act as a data controller when it decides why and how personal information is used. In some commissioned arrangements, Edjuvera may instead act as a processor on behalf of a school or local authority, or the parties may be separate or joint controllers. The relevant contract or data sharing arrangement will clarify responsibilities.

3. Legal and regulatory framework

This notice has been drafted with regard to the following legislation and guidance, as applicable to Edjuvera's activities:

- UK General Data Protection Regulation (UK GDPR), as amended
- Data Protection Act 2018
- Data (Use and Access) Act 2025
- Privacy and Electronic Communications Regulations 2003 (PECR), for electronic marketing and cookies
- Children Act 1989 and Children Act 2004, where safeguarding duties and information sharing are engaged
- Keeping Children Safe in Education 2026, where its principles are relevant to work with schools, colleges, contractors and safeguarding practice
- Working Together to Safeguard Children and current information sharing guidance
- Department for Education guidance on data protection in schools and privacy notices
- Information Commissioner's Office guidance on children and the UK GDPR, individual rights, security, retention and transparency
- Ofsted safeguarding policy and relevant inspection expectations, where applicable to the provision being delivered

Where legislation, statutory guidance or contractual commissioning requirements set a higher or more specific standard, Edjuvera will apply that requirement.

4. Our data protection principles

Edjuvera is committed to the core data protection principles. Personal information will be:

- processed lawfully, fairly and transparently
- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary
- kept accurate and updated where necessary
- kept for no longer than necessary
- protected by appropriate technical and organisational security

- handled in a way that allows Edjuvera to demonstrate accountability

5. Who this notice applies to

- learners and prospective learners, including children and young people
- parents, carers and people with parental responsibility
- private clients and family members who make enquiries
- tutors, employees, workers, contractors, volunteers and job applicants
- school staff, SENCOs, inclusion leads, designated safeguarding leads and other professionals
- local authority staff, case officers, social workers, commissioning teams and other referrers
- visitors to Edjuvera websites, portals and digital services
- suppliers, professional advisers and other business contacts

6. Personal information we may collect

6.1 Learner and family information

- name, preferred name, date of birth, age, pronouns and contact details
- parent or carer names, relationship to the learner and contact details
- home address, school or educational setting and year group
- subjects, curriculum level, learning history, attainment, strengths, interests and support needs
- attendance, engagement, session notes, learning targets, progress data and tutor observations
- referral information, agreed outcomes, provision details and commissioning information
- EHCP information, SEN support information, professional reports and relevant education plans where provided
- accessibility, communication, sensory, emotional regulation and reasonable adjustment information
- emergency contact details and relevant safety information
- complaints, compliments, correspondence and service feedback
- payment, invoice and contract information where the family pays directly

6.2 Tutor, staff and applicant information

- identity and contact details
- CV, qualifications, professional history, references and interview records
- right to work information and identity verification
- DBS and safer recruitment information, including status and check details
- training, safeguarding, competency and performance records
- availability, assigned learners, session records and payment information
- bank and tax information where required for payment or payroll
- absence, disciplinary, grievance and safeguarding records where applicable

6.3 Professional and website information

- names, roles and professional contact details of referrers and commissioners
- communications with schools, local authorities and professionals
- IP address, browser, device and security logs when using our website or portal
- cookie and analytics information where applicable and permitted
- enquiry form, referral form and consultation booking information

7. Special category, SEND and safeguarding information

Some information Edjuvera may need is more sensitive and receives additional legal protection. This may include health information, disabilities, SEND information, race or ethnicity, religion, biometric information if ever used, and information about a person's sex life or sexual orientation where genuinely relevant to safeguarding or support.

Edjuvera will only collect sensitive information that is necessary for a clear purpose. In addition to an Article 6 lawful basis, Edjuvera will identify an appropriate Article 9 condition for special category information. Depending on the circumstances, this may include explicit consent or substantial public interest conditions provided by the Data Protection Act 2018, including safeguarding children and individuals at risk.

Criminal offence and DBS information will only be handled where there is a lawful basis and an appropriate condition under the Data Protection Act 2018. Edjuvera will maintain any additional policy documentation required for this processing.

Safeguarding takes priority

Data protection law does not prevent necessary and proportionate information sharing to safeguard a child. Information may be shared without consent where there is a lawful safeguarding reason to do so and seeking consent would be inappropriate, unsafe or would prejudice protection of the child.

8. Where we get personal information from

- the learner, where appropriate to their age and understanding
- parents, carers or people with parental responsibility
- schools, academies, colleges and alternative provision settings
- local authorities, social care, virtual school teams and commissioning professionals
- health, therapy or other professionals where information is lawfully shared
- tutors, employees, contractors and applicants
- publicly available professional sources where appropriate
- our website, enquiry forms, referral forms, learning portal and service systems

Where information is obtained from someone other than the individual, Edjuvera will provide privacy information within the timeframe required by law unless a lawful exemption applies.

9. Why we use personal information and our lawful bases

Edjuvera will identify a lawful basis before processing personal information. The basis may differ depending on the activity and the relationship with the individual.

Purpose	Typical Article 6 basis	Additional condition where relevant
Responding to enquiries and arranging consultations	Legitimate interests; steps before entering a contract	Not usually required
Assessing suitability and arranging tuition or alternative provision	Contract; legitimate interests	Explicit consent for health/SEND data where appropriate; safeguarding/ substantial public interest where applicable
Delivering tuition, recording attendance and monitoring progress	Contract; legitimate interests; legal obligation where applicable	Explicit consent or other lawful Article 9 condition where special category data is necessary

Purpose	Typical Article 6 basis	Additional condition where relevant
Commissioned provision for schools or local authorities	Contract; legitimate interests; legal obligation where applicable	As set out in the commissioning/data sharing arrangement
Safeguarding and child protection	Legal obligation; legitimate interests; vital interests in emergencies	Substantial public interest/safeguarding conditions under DPA 2018 where applicable
Safer recruitment and DBS checking	Legal obligation; legitimate interests	DPA 2018 condition for criminal offence data and safeguarding/employment purposes
Billing, accounting, tax and audit	Contract; legal obligation	Not usually required
Complaints, disputes and legal claims	Legitimate interests; legal obligation	Legal claims condition where applicable
Service improvement and quality assurance	Legitimate interests	Data minimised or anonymised where possible
Direct marketing	Consent where required by PECR; legitimate interests in limited business contexts	Not applicable
Optional photographs, testimonials or publicity	Consent	Explicit consent where content reveals special category information

Edjuvera will not rely on consent where another lawful basis is more appropriate. Where consent is used, it must be freely given, specific, informed and capable of being withdrawn.

10. Children and young people

Children have data protection rights in their own right. Edjuvera will take account of a learner's age, development, capacity and understanding when explaining privacy information and responding to rights requests.

- privacy information will be written and explained in clear, age appropriate language
- children and young people will be told, where appropriate, what information is being used and why
- a parent or carer may exercise rights on a child's behalf where appropriate, but the child's own rights, wishes and capacity will also be considered
- Edjuvera will use data minimisation and privacy by design when creating learner accounts, portals, online forms or digital services
- where an online service is likely to be accessed by children, Edjuvera will consider the ICO Children's Code and provide layered or just in time explanations where appropriate

11. Consent and parental responsibility

Consent is not the only legal basis for processing personal information. Edjuvera may need to use information to provide a contracted service, meet a legal obligation, protect a child, or pursue legitimate interests that do not override the individual's rights.

Where consent is the appropriate basis, Edjuvera will keep a record of what was agreed and provide a straightforward way to withdraw consent. Withdrawal will not make earlier lawful processing unlawful.

For younger children, Edjuvera will normally involve a person with parental responsibility. For older or competent young people, the learner's own views and capacity will be considered. Safeguarding information may be shared without consent where the law allows or requires this.

12. Sharing information and safeguarding

Edjuvera treats safeguarding information as particularly sensitive. Information will be shared on a need to know basis and only where there is a lawful purpose.

- a safeguarding concern is raised about a learner
- there is a risk of significant harm or a need for early help
- a statutory agency requires information using lawful powers
- information is necessary to protect the vital interests of a person
- a school, local authority or other commissioner requires agreed progress or safeguarding information under the service arrangement
- a referral or transfer requires secure continuity of safeguarding information

Safeguarding records will include the concern, actions taken, decisions made, rationale and outcomes where appropriate. Records will be factual, timely, secure and accessible only to authorised persons.

13. Schools and local authorities: controller and processor roles

Data protection roles depend on the actual arrangement rather than the label used in a contract. For commissioned learners:

- the school or local authority may be a controller for the referral and commissioning data it determines
- Edjuvera may be an independent controller where it determines its own safeguarding, recruitment, legal, quality assurance or service delivery purposes
- Edjuvera may be a processor where it processes defined information solely on documented instructions from a controller
- in some arrangements, the parties may be joint controllers and will document their respective responsibilities

Contracts and data sharing agreements will address confidentiality, security, permitted processing, incident reporting, deletion or return of information, sub processors and international transfers where required.

14. Who we may share information with

- parents, carers and the learner, where appropriate
- assigned tutors and authorised Edjuvera staff
- schools, academies, colleges, SENCOs, DSLs and inclusion teams
- local authority case officers, commissioners, SEND teams, social care and virtual school staff
- health, therapy or other professionals involved in the learner's support where lawful and necessary
- police, children's social care, Local Authority Designated Officer (LADO) or other safeguarding bodies where appropriate
- Disclosure and Barring Service and safer recruitment providers
- professional advisers, insurers, accountants, auditors and legal advisers
- IT, hosting, communications, payment, document storage and learning platform providers acting under appropriate contracts
- regulators, courts, law enforcement or public authorities where disclosure is required or permitted by law

Edjuvera does not sell personal information to advertisers or data brokers.

15. Service providers, cloud systems and international transfers

Edjuvera may use reputable cloud and technology suppliers to host websites, store records, communicate, manage learning, process payments or provide administrative systems. Suppliers will be assessed proportionately and contracts will include data protection and confidentiality requirements where required.

Where personal information is transferred outside the United Kingdom, Edjuvera will ensure there is a lawful transfer mechanism, such as UK adequacy regulations, the UK International Data Transfer Agreement, the UK Addendum to approved standard contractual clauses, or another lawful safeguard. Transfer risk assessments will be completed where required.

16. Website, cookies and digital services

Edjuvera's website may process technical information such as IP address, browser type, device information and security logs. Strictly necessary cookies may be used without consent where permitted. Non essential analytics, advertising or similar cookies will not be set unless the required consent has been obtained.

A separate Cookie Notice should explain the cookies in use, their purpose, provider and duration. Users should be able to change or withdraw non essential cookie consent as easily as it was given.

17. Photographs, video, recordings and testimonials

Edjuvera will not routinely record tuition sessions unless there is a defined and lawful reason. Where photographs, video, audio recordings or identifiable testimonials are used for optional publicity, marketing or case studies, Edjuvera will normally seek specific informed consent and will explain where the material will appear.

- consent for publicity will be separate from consent needed to deliver the service
- a child's dignity, privacy and safeguarding will take priority over promotional value
- SEND, health or other sensitive details will not be published merely to make a testimonial more persuasive
- a stock or illustrative image will not be presented as though it depicts the person who gave a testimonial
- consent can be withdrawn for future use, although Edjuvera may not be able to recall material already lawfully printed or distributed

18. Marketing and communications

Edjuvera may send service communications that are necessary for an enquiry, referral, booking, session, safeguarding matter, contract or account. These are not marketing messages.

Promotional emails, texts or similar electronic marketing will only be sent where permitted by PECR and UK GDPR. Where consent is required, it will be obtained and can be withdrawn at any time. Edjuvera will maintain a limited suppression record where necessary to respect an opt out.

19. Artificial intelligence and automated decision making

Edjuvera may use approved digital tools to support administration, drafting, resource development or analysis. Identifiable learner, safeguarding or special category information must not be uploaded to public generative AI tools unless Edjuvera has specifically approved the tool, assessed the data protection risks and established a lawful basis and appropriate safeguards.

Edjuvera will not make solely automated decisions that produce legal or similarly significant effects on learners, tutors or applicants unless this is lawful, necessary and accompanied by the safeguards required by data protection law. Human review will be used for decisions about learner support, safeguarding, tutor suitability and significant service matters.

20. Information security

Edjuvera will use proportionate technical and organisational measures to protect personal information against accidental or unlawful loss, destruction, alteration, unauthorised disclosure or access. Measures may include:

- role based access and least privilege

- strong passwords and multi factor authentication where supported
- secure cloud storage and encryption in transit
- device security, updates, anti malware and screen locking
- confidentiality obligations and staff/tutor training
- secure sharing methods for sensitive records
- regular access reviews and prompt removal of leavers' access
- backups and recovery arrangements appropriate to the system
- supplier due diligence and contractual security requirements
- secure disposal, deletion or anonymisation when retention ends

21. Personal data breaches

A personal data breach includes accidental or unlawful loss, destruction, alteration, unauthorised disclosure of or access to personal information. Suspected breaches must be reported internally immediately.

- contain and investigate the incident
- assess the risk to individuals
- record the facts, effects and remedial action
- notify the ICO without undue delay and, where required, within 72 hours of becoming aware of a reportable breach
- notify affected individuals without undue delay where the breach is likely to result in a high risk to their rights and freedoms
- inform commissioners or other controllers promptly where contractually required

22. How long we keep information

Edjuvera will not keep personal information for longer than necessary. Retention periods are based on purpose, legal obligations, safeguarding needs, contractual requirements, limitation periods and commissioner requirements. Records will be reviewed and securely deleted or anonymised when no longer required.

A summary is included in Appendix B. The internal retention schedule will be reviewed at least annually and when law, guidance or service arrangements change.

23. Your data protection rights

Depending on the circumstances, individuals may have the following rights:

- the right to be informed about how personal information is used
- the right of access to personal information
- the right to rectification of inaccurate or incomplete information
- the right to erasure in certain circumstances
- the right to restrict processing in certain circumstances
- the right to data portability where the legal conditions apply
- the right to object to processing based on legitimate interests or direct marketing
- rights relating to automated decision making and profiling
- the right to withdraw consent at any time where processing relies on consent
- the right to complain about how personal information has been handled

These rights are not absolute. Edjuvera may need to retain or withhold information where an exemption applies, including to protect another person, safeguard a child, comply with law or protect legal rights.

24. Subject access requests

A person can ask for access to their personal information. Requests can be made verbally or in writing and do not need to use the words “subject access request”. Edjuvera will verify identity proportionately before releasing information.

Edjuvera will normally respond within one month, subject to any lawful extension for complex or multiple requests. Information about other people may be redacted where necessary. For requests concerning a child, Edjuvera will consider the child’s age, understanding, capacity, best interests and the requester’s authority.

Requests should be sent to hello@edjuvera.co.uk with the subject line “Data protection request” where possible.

25. Complaints and the ICO

If you are concerned about how Edjuvera has handled personal information, please contact us first so that we can investigate and respond.

Privacy and data protection complaints: hello@edjuvera.co.uk

You also have the right to raise a concern with the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection.

ICO website: https://ico.org.uk/make-a-complaint/

ICO helpline: 0303 123 1113

26. Changes to this notice

This notice will be reviewed at least annually and whenever Edjuvera makes a significant change to the way it uses personal information. Material changes will be communicated appropriately to affected individuals, for example through the website, email, portal or updated service documentation.

27. Child friendly privacy summary

Your information, your rights

This section is written directly for children and young people. Edjuvera should also consider a separate visual or easy read version for younger learners and learners with communication or processing needs.

Why do you need information about me?

We need some information so we can understand how to support your learning, keep you safe, arrange your sessions and see how things are going.

What information might you have?

This could include your name, age, school, what you enjoy, what you find difficult, your learning goals, attendance, session notes and information about SEND or health if it is important for your support or safety.

Who can see it?

Only people who need the information for their work should see it. This may include your tutor, authorised Edjuvera staff, your parent or carer, and professionals involved in your education or safety.

Will you tell other people?

Sometimes we need to share information with your school, local authority or another professional. If we are worried that you or another child may be unsafe, we may need to tell someone who can help, even if you do not want us to keep it secret.

Can I ask what you know about me?

Yes. Children have information rights too. You can ask us questions, ask to see information about you, and tell us if something is wrong. Depending on your age and understanding, a parent or carer may help you with this.

Who can I talk to?

You can speak to your tutor, a trusted adult, your parent or carer, or contact Edjuvera at hello@edjuvera.co.uk.

Appendix A. Lawful basis matrix

This matrix is a practical summary. The exact lawful basis must be confirmed for each processing activity and documented in Edjuvera's Record of Processing Activities or equivalent information asset register.

Processing activity	Article 6 basis	Article 9 / DPA condition where relevant	Key controls
Initial enquiry and consultation	Legitimate interests / pre contract steps	None unless sensitive information is volunteered and needed	Minimise data; delete stale enquiries
Direct family tuition service	Contract; legitimate interests	Explicit consent or other appropriate condition for special category data	Clear service terms; role based access
Commissioned learner provision	Contract; legitimate interests; legal obligation if applicable	As required by referral, safeguarding or commissioner arrangement	Data sharing agreement; controller role documented
Progress and attendance reporting	Contract; legitimate interests	Special category condition only if report includes sensitive information	Share only with authorised recipients
Safeguarding	Legal obligation; legitimate interests; vital interests where necessary	Article 9(2)(g) / DPA 2018 safeguarding condition where applicable	Need to know; secure records; DSL oversight
Tutor recruitment	Legitimate interests; legal obligation	Employment/safeguarding conditions for special category and criminal offence data	Safer recruitment; retention limits
DBS processing	Legal obligation / legitimate interests	DPA 2018 criminal offence condition	Do not retain certificate copy longer than necessary
Finance and invoicing	Contract; legal obligation	Normally none	Restricted access; statutory retention
Website analytics	Consent where non essential cookies are used	None	Cookie banner and preference controls
Direct marketing	Consent where required by PECR; limited legitimate interests where lawful	None	Opt out and suppression controls
Publicity/testimonials	Consent	Explicit consent where special category details are revealed	Separate consent; child privacy review

Appendix B. Retention schedule

These periods are a recommended Edjuvera baseline and must be checked against each contract, safeguarding need and legal requirement. “Review” means the record is assessed for deletion, anonymisation, transfer or justified continued retention.

Record type	Recommended baseline	Reason / note
Enquiries that do not become a service	12 months after last meaningful contact	Allows follow up and complaint handling; delete sooner if no longer needed
Learner service, attendance, progress and administrative records	6 years after provision ends, then review	Contractual and legal claims; commissioner requirements may differ
Safeguarding / child protection records	Retain or transfer in line with KCSIE, safeguarding guidance and commissioner requirements; review separately from ordinary learner records	Do not delete simply because tuition ends if a continuing safeguarding purpose exists
Safeguarding allegations concerning staff/tutors	Until normal retirement age or 10 years from allegation, whichever is later, where the KCSIE retention standard is adopted	Reflects school safeguarding record retention standard; legal advice may be needed in complex cases
DBS certificate copy	Normally no longer than 6 months after recruitment decision	Retain check status, date and relevant recruitment record rather than the certificate copy where possible
Tutor/staff personnel files	6 years after employment or engagement ends	Legal claims and employment record standard
Unsuccessful tutor applicant records	6 months after recruitment process, unless consent or another lawful reason supports longer retention	Allows recruitment complaint/claim handling; extend only with justification
Finance, invoices and tax records	At least 6 years from the relevant financial period where tax/accounting law requires	HMRC and accounting obligations
Contracts with schools, authorities, families and suppliers	6 years after contract ends or last payment, unless longer justified	Limitation and contractual evidence
Complaints records	6 years after closure, subject to safeguarding or legal considerations	Accountability and legal claims
Data breach register	6 years after closure, subject to risk and legal advice	Accountability and evidence of response
Marketing consent and suppression records	For duration of marketing relationship; retain minimal suppression record after opt out	Evidence consent and respect future opt out
Optional publicity photographs/ testimonials	For stated campaign/use period; review at least annually and after consent withdrawal	Do not retain indefinitely merely because consent once existed
Website security logs	Normally 3 to 12 months depending on security need and system configuration	Security, fraud and incident investigation; minimise wherever possible

Retention governance

The UK GDPR does not prescribe a universal retention period for all data. Edjuvera must be able to justify each period, review records regularly and securely delete or anonymise information when no longer needed.

Appendix C. Inspection and commissioning readiness

This privacy notice supports a wider evidence set that schools, local authorities and inspectors may expect to see. Edjuvera should maintain the following as separate controlled documents or records:

- Safeguarding and Child Protection Policy, updated for current statutory guidance
- named DSL arrangements, safeguarding training records and reporting routes
- Safer Recruitment Policy, recruitment checklist, right to work and DBS evidence
- Data Protection Policy and Record of Processing Activities / information asset register
- Data Retention and Disposal Schedule
- Data Breach Response Procedure and breach register
- Subject Access Request and data rights procedure
- Information Sharing and confidentiality procedure
- Information Security and acceptable use standards, including access control and device security
- Cookie Notice and consent management records
- Complaints Policy and data protection complaints process
- Online Safety / Remote Tuition Policy
- AI and approved technology use rules
- supplier due diligence, processor contracts and data sharing agreements
- business continuity, backup and incident response arrangements
- equality, accessibility and reasonable adjustment arrangements

Ofsted safeguarding expectations focus on whether providers effectively keep children safe and whether safeguarding practice is embedded, understood and acted upon. Data protection should support, not obstruct, appropriate safeguarding information sharing. Edjuvera should be able to evidence both confidentiality and timely lawful sharing when a child may be at risk.

Appendix D. Key reference sources

Sources checked when drafting this notice (accessed 29 October 2026):

Information Commissioner's Office — Children and the UK GDPR: https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/childrens-information/children-and-the-uk-gdpr/

Information Commissioner's Office — Storage limitation: https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/data-protection-principles/a-guide-to-the-data-protection-principles/storage-limitation/

Department for Education — Issuing privacy notices: guidance for schools and local authorities: https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices/issuing-privacy-notices-guidance-for-schools-and-local-authorities

Department for Education — Privacy notice model documents for schools and local authorities: https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices

Department for Education — Data protection in schools: policies and procedures: https://www.gov.uk/guidance/data-protection-in-schools/data-protection-policies-and-procedures

Department for Education — Data protection in schools: record keeping and management: https://www.gov.uk/guidance/data-protection-in-schools/record-keeping-and-management

Department for Education — Keeping Children Safe in Education 2026: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Ofsted — Ofsted safeguarding policy: https://www.gov.uk/government/publications/ofsted-safeguarding-policy/ofsted-safeguarding-policy

Legislation.gov.uk — Data Protection Act 2018: https://www.legislation.gov.uk/ukpga/2018/12/contents

GOV.UK — Running a limited company: company and accounting records: https://www.gov.uk/running-a-limited-company/company-and-accounting-records

Approval and publication record

Field	Entry
Approved by	Joke Alawode
Role	Director / Designated Safeguarding Lead
Approval date	29 October 2026
Version	1.0
Next review	October 2027 or earlier if processing, law or guidance changes
Website location	Privacy Notice / Policies section

Final publication checks

Confirm the registered office, company number and ICO registration number; confirm that the contact emails are monitored; confirm actual systems and suppliers used; publish a Cookie Notice; maintain the internal retention schedule and Record of Processing Activities; and issue a separate child friendly version or layered notice where appropriate.