



GDPR / Data Protection Policy

Version: 1.0

Review Date: June 2027

Directors: Alex Alton & Heather Beevers

1. Policy Statement

Enlightenment Education Ltd is committed to protecting the privacy and personal data of candidates, clients, and stakeholders in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We process personal data lawfully, fairly, and transparently.

2. Scope

This policy applies to:

- Candidates registered with the Agency
 - Client schools and education settings
 - Employees and contractors
 - Any personal data processed by the organisation
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3. Lawful Basis for Processing

We process personal data under the following lawful bases:

- Contractual necessity
 - Legal obligation
 - Legitimate interests (recruitment and placement services)
 - Consent (where required)
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4. Types of Data Processed

We may collect and process:

- Personal identification details
- Employment history and qualifications
- DBS information and safeguarding records

- Contact details
 - Right-to-work documentation
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5. Data Security

We ensure that all personal data is:

- Stored securely using appropriate systems
 - Accessed only by authorised personnel
 - Protected against unauthorised access or disclosure
 - Regularly reviewed for security compliance
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6. Data Sharing

We may share personal data with:

- Education settings for placement purposes
- DBS and safeguarding authorities (where required)
- Payroll or compliance providers (where applicable)

Data is never sold or used for unrelated purposes.

7. Data Retention

Data is retained only for as long as necessary for:

- Recruitment and placement purposes
 - Legal and safeguarding obligations
 - Audit and compliance requirements
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8. Individual Rights

Individuals have the right to:

- Access their personal data
 - Request correction of inaccurate data
 - Request deletion where appropriate
 - Object to certain processing activities
 - Lodge complaints with the ICO
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9. Policy Review

This policy is reviewed annually or earlier if required.

Signed on behalf of Enlightenment Education Ltd

Alex Alton – Director

Heather Beevers – Director