

FOREVER TEACHING LTD

WEBSITE PRIVACY POLICY

Effective date: 08/08/2026 | Review due: 08/08/2027

Forever Teaching Ltd is committed to protecting personal information and handling it lawfully, fairly and transparently. This Website Privacy Policy explains how we collect and use personal data when you use our website, contact us through the website, make an enquiry, or otherwise interact with us online.

This notice should be read alongside any more specific privacy notice that we provide to you. For example, candidates, workers, employees or client contacts may receive a separate privacy notice where we process additional information for recruitment, employment, safeguarding, payroll or placement purposes.

1. Who we are

Forever Teaching Ltd is a company incorporated in England and Wales with company number 15666411. For the purposes of UK data-protection law, Forever Teaching Ltd is the controller of the personal data described in this notice.

Website: <https://www.foreverteaching.co.uk/>

General contact: info@foreverteaching.co.uk

Designated data-protection contacts: Ethan Taberner and Joshua Heaton

Data-protection contact emails: ethan.taberner@foreverteaching.co.uk and joshua.heaton@foreverteaching.co.uk

Registered office: Bonded Warehouse, Department, 18 Lower Byrom St, Manchester M3 4AP.

Operational correspondence may also be handled from Forever Teaching, Bonded Warehouse, Department, 18 Lower Byrom St, Manchester M3 4AP.

2. Scope of this notice

This notice applies to personal data collected through or in connection with the Forever Teaching website and related online enquiries. It does not apply to third-party websites that may be linked from our website. Those organisations are responsible for their own privacy information.

Where you become a candidate, worker, employee, client contact or another individual whose relationship with Forever Teaching involves wider processing, additional privacy information may apply.

3. Personal data we may collect

Depending on how you use the website or contact us, we may collect:

- Your name and contact details, including email address and telephone number.
- Job title, profession, organisation and other business-contact information.
- Information you provide in an enquiry, message, form or other communication.
- Information about the type of recruitment service, vacancy or work opportunity you are interested in.
- Website, device and technical information such as IP address, browser or device information, access dates and times, and information about how you use the website.
- Cookie and preference information, subject to your cookie choices and applicable law.
- Marketing preferences and records of your communications with us.
- Any other information you choose to provide through the website or during follow-up communications.

If you later register as a candidate or otherwise enter into a recruitment, employment or client relationship with Forever Teaching, we may collect additional categories of personal data under the relevant privacy notice and our Information Security and Data Protection Policy.

4. How we collect personal data

We may collect personal data:

- Directly from you when you complete a website form, contact us by email, telephone, post or another communication channel, or ask us about vacancies or services.
- Automatically when you use the website, through server logs, cookies and similar technologies where applicable.
- From third-party platforms or services where you have interacted with Forever Teaching through those services and the disclosure is lawful.

5. Why we use your personal data and our lawful bases

We only process personal data where we have an appropriate lawful basis. Depending on the circumstances, we may use your information for the following purposes:

Purpose	Typical lawful basis	Examples
Responding to enquiries and providing requested information	Legitimate interests and/or steps at your request before entering into a contract	Responding to a vacancy, candidate-registration or client-service enquiry.
Providing recruitment services and maintaining business relationships	Contract and/or legitimate interests	Following up on suitable opportunities, discussing requirements and maintaining relevant contact records.
Operating, securing and improving the website	Legitimate interests	Website administration, security, fraud prevention, troubleshooting and understanding website usage.
Complying with legal or regulatory obligations	Legal obligation	Responding to lawful requests, regulatory requirements or protecting legal rights.
Direct marketing	Consent and/or legitimate interests where permitted by law	Sending relevant marketing communications and recording opt-outs.
Protecting vital or safeguarding interests in exceptional circumstances	Vital interests, legal obligation or another lawful basis as appropriate	Where information must be used or shared to protect an individual or meet safeguarding obligations.

6. Direct marketing

We will only send electronic marketing where it is lawful to do so. Where consent is required, we will obtain it. In other circumstances, we may rely on legitimate interests or the lawful soft opt-in rules where they apply.

Every marketing communication will provide a simple way to unsubscribe. If you object to direct marketing, we will remove you from active marketing lists promptly. We may retain a minimal suppression record so that we can respect your preference and avoid contacting you again.

7. Who we may share personal data with

Where necessary and lawful, we may share personal data with:

- Forever Teaching employees and authorised personnel who need the information for their role.
- Schools, academies, multi-academy trusts, nurseries and other clients or prospective employers where this is relevant to recruitment services and you have been appropriately informed.

- IT, CRM, website-hosting, communications and cloud-service providers.
- Training, identity, right-to-work, DBS or other recruitment/compliance providers where relevant to a later registration process.
- Payroll, accounting, pension, insurance, audit, legal and professional advisers where relevant.
- Government departments, regulators, courts, law-enforcement bodies, safeguarding partners or accreditation bodies where disclosure is required or otherwise lawful.
- Another organisation involved in a business sale, merger, reorganisation or transfer, subject to appropriate confidentiality and data-protection safeguards.

We only share information where there is a lawful basis and defined purpose, and we aim to limit the information shared to what is necessary and proportionate.

8. Service providers and processors

Some suppliers process personal data on our behalf, for example providers of website hosting, CRM, email, cloud storage or other technology services. Where data-protection law requires it, we put appropriate written data-processing terms in place and require processors to protect personal data and only use it on our instructions.

9. International transfers

Personal data will not be transferred outside the United Kingdom unless the transfer is lawful and appropriate safeguards are in place. Depending on the circumstances, those safeguards may include UK adequacy regulations, the UK International Data Transfer Agreement, the UK Addendum to approved standard contractual clauses, or another legally permitted transfer mechanism.

10. Keeping personal data secure

We use appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing and accidental loss, destruction, alteration or disclosure. Measures may include access controls, strong passwords, multi-factor authentication where available, secure cloud and CRM systems, encryption where appropriate, device security, backups, staff confidentiality obligations, training and incident-reporting procedures.

If you believe your personal data has been lost, misused or accessed without authority, please contact us promptly using the details in section 1.

11. How long we keep personal data

We retain personal data only for as long as reasonably necessary for the purpose for which it was collected, taking account of legal, contractual, safeguarding, insurance, regulatory and legitimate business requirements.

Forever Teaching maintains a documented retention schedule covering the different categories of information it holds. When information is no longer required, it will be securely deleted, anonymised or destroyed, subject to any legal hold, complaint, investigation, safeguarding concern or other requirement that means it must be retained for longer.

12. Your data-protection rights

Subject to legal conditions and exemptions, you may have the right to:

- Be informed about how your personal data is used.
- Ask for access to your personal data.
- Ask us to correct inaccurate or incomplete information.

- Ask us to delete personal data in certain circumstances.
- Ask us to restrict processing in certain circumstances.
- Object to processing, including the right to object to direct marketing.
- Receive certain personal data in a portable format.
- Withdraw consent where we rely on consent.
- Receive information about relevant automated decision-making.
- Complain to the Information Commissioner's Office.

To exercise a data-protection right, contact Ethan Taberner and Joshua Heaton at ethan.taberner@foreverteaching.co.uk and joshua.heaton@foreverteaching.co.uk. You do not need to use any particular wording. We may need to confirm your identity before responding.

Subject access requests will normally be handled free of charge and within the legally required period, which is usually one month. The response period may be extended where the law permits, in which case we will tell you within the initial response period.

13. Automated decision-making and artificial intelligence

Forever Teaching will not make a decision producing legal or similarly significant effects about a candidate or employee solely through automated processing unless this is lawful and appropriate safeguards are in place. Where automated or artificial-intelligence tools are used in recruitment-related processing, Forever Teaching's internal policy requires human oversight, appropriate privacy information and checks for accuracy and bias.

14. Cookies and similar technologies

Our website may use cookies and similar technologies for functions such as operating the site, remembering preferences, understanding use of the website and, where applicable, analytics or marketing.

Strictly necessary cookies may be used where required for the operation and security of the website. Non-essential cookies will only be used in accordance with applicable law and the choices provided through our cookie banner or preference controls.

You can use the website cookie controls, where available, to manage non-essential cookie preferences. You can also control cookies through your browser settings. Blocking some cookies may affect how parts of the website operate.

The specific cookies and technologies in use should be described in the website's current cookie list or cookie-preference tool. That list should be kept accurate and updated when website technologies change.

15. Links to other websites

Our website may contain links to websites operated by other organisations. We are not responsible for their privacy practices or content. We recommend that you read the privacy information provided by those organisations before supplying personal information to them.

16. Complaints

If you have a concern about how Forever Teaching has handled your personal data, please contact our designated data-protection contacts using the details in section 1 so that we can investigate the matter.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection. Information about how to contact the ICO is available at <https://ico.org.uk/>.

17. Changes to this privacy policy

We may update this Website Privacy Policy when our processing activities, website technologies, services, legal requirements or regulatory guidance change. The current version will be published on our website with an updated effective or review date.

18. Document control

Policy owner: Joshua Heaton & Ethan Taberner

Approved by: Joshua Heaton & Ethan Taberner

Version: 2.0

Review frequency: At least annually, and sooner where relevant processing, legislation, regulatory guidance or website technology materially changes.