

FOREVER TEACHING LTD

CANDIDATE PRIVACY NOTICE

Version: 1.0

Effective date: 08/08/2026

Review due: 08/08/2027

Policy owner: Directors of Forever Teaching Ltd

Approved by: Directors of Forever Teaching Ltd

1. Who we are

Forever Teaching Ltd (“Forever Teaching”, “we”, “us” or “our”) is an education recruitment business providing recruitment and work-finding services to candidates and education settings.

Forever Teaching Ltd is a company incorporated in England and Wales with company number **15666411** and is the controller of the personal data described in this Candidate Privacy Notice.

Website: www.foreverteaching.co.uk

General contact: info@foreverteaching.co.uk

Designated data-protection contacts:

Ethan Taberner and Joshua Heaton

ethan.taberner@foreverteaching.co.uk

joshua.heaton@foreverteaching.co.uk

Registered office:

Forever Teaching
Bonded Warehouse, Department
18 Lower Byrom Street
Manchester
M3 4AP

2. Purpose of this notice

This Candidate Privacy Notice explains how Forever Teaching collects, uses, stores and shares personal data about candidates, work-seekers and temporary workers who register with us or use our recruitment services.

It applies from the point at which you enquire about work, are sourced or referred to us, register with Forever Teaching, undertake our compliance process, are introduced to clients, are placed into an assignment or otherwise receive work-finding services from us.

This notice should be read alongside our Website Privacy Policy and other relevant information provided to you during registration.

3. Personal data we may collect

Depending on your circumstances and the services we provide, we may collect and process information including:

- Your name, previous names, date of birth and contact details.
- Your home address and address history.
- Your National Insurance number.
- Proof of identity and proof of address.
- Right-to-work documentation, immigration status and share-code information where applicable.
- Your CV, application and registration information.
- Full education and employment history, including explanations for gaps.
- Professional experience, skills, preferences, availability and the types of roles you are seeking.
- Qualifications, certificates, Teacher Reference Number and professional-registration information.
- Teaching Regulation Agency or equivalent regulatory check information.
- References and information provided by current and previous employers or other referees.
- Enhanced DBS and Update Service information.
- Barred-list and other safeguarding-related check information where applicable.
- Section 128 and childcare-disqualification information where relevant to the role.
- Overseas police checks and information about periods spent living or working overseas.
- Criminal-offence declarations and information where it is lawful and relevant for us to process it.
- Safeguarding information, including allegations or concerns where relevant.
- Information concerning your fitness to work and reasonable adjustments where appropriate.

- Safeguarding, Prevent, FGM and other training information and certificates.
- Interview notes, registration-interview information and candidate assessments.
- Communications between you and Forever Teaching.
- Records of vacancies discussed with you, CV submissions, interviews, trials, bookings and assignments.
- Availability, attendance, timesheets, pay-related information and placement history where relevant.
- Feedback received from you or from clients regarding assignments.
- Complaints, incidents, investigations and safeguarding records where applicable.
- Marketing and communication preferences.
- Records created through our CRM and other approved recruitment and compliance systems.

We will only collect information that is relevant to our relationship with you and the recruitment, safeguarding, compliance or employment services being provided.

4. Special-category and criminal-offence information

Because Forever Teaching supplies candidates into schools and other education settings, we may need to process particularly sensitive information.

This may include information concerning:

- Health or fitness to work.
- Disabilities and reasonable adjustments.
- Equality and diversity information where lawfully collected.
- Criminal convictions, cautions or other criminal-offence information.
- DBS information.
- Safeguarding allegations or concerns.

We only process special-category and criminal-offence data where an appropriate lawful basis and additional legal condition applies.

Criminal-offence and DBS information is treated as strictly confidential. Access is restricted to authorised personnel, Directors, compliance staff and Designated Safeguarding Leads where necessary.

Having information recorded on a DBS certificate or making a criminal-offence declaration does not automatically mean that you will be prevented from registering or working through Forever Teaching. Where appropriate, information will be assessed fairly through our criminal-disclosure and safeguarding risk-assessment processes.

5. How we obtain your personal data

We may obtain personal data:

- Directly from you during enquiries, registration, pre-screening, interviews and compliance.
- From your CV, application or registration documentation.
- From referees and previous employers.
- From schools, academies, nurseries, multi-academy trusts and other education settings.
- From the Disclosure and Barring Service and DBS Update Service.
- From the Teaching Regulation Agency or other professional or regulatory bodies.
- From right-to-work checking services and government systems.
- From overseas authorities or documentation supplied for overseas checks.
- From recruitment platforms, job boards and professional networking platforms where it is lawful for us to use the information for recruitment purposes.
- From publicly available professional or online sources where appropriate and lawful as part of recruitment due diligence.
- From training providers and compliance providers.
- From payroll or employment-service providers where relevant.
- From safeguarding bodies, local authorities, LADO services, regulators or law-enforcement bodies where appropriate.
- From our clients during or following an assignment.

Where we obtain information about you from another source, we will provide appropriate privacy information within the period required by law.

6. Why we use your information

We may process your personal data to:

- Respond to your enquiries.
- Register you as a candidate.

- Assess your experience, qualifications and suitability for education roles.
- Conduct candidate interviews and maintain registration records.
- Verify your identity and right to work.
- Verify employment history and investigate relevant gaps or discrepancies.
- Obtain and verify references.
- Verify qualifications and professional status.
- Undertake DBS, Update Service, barred-list, TRA, Section 128, overseas and other appropriate compliance checks.
- Meet safeguarding and safer-recruitment requirements.
- Assess criminal disclosures or safeguarding concerns where necessary.
- Arrange or record mandatory training.
- Find suitable work for you.
- Discuss vacancies and assignments with you.
- Create appropriate candidate profiles or CVs for recruitment purposes.
- Introduce or submit you to suitable schools and education settings.
- Arrange interviews, trials, bookings and placements.
- Provide clients with relevant information concerning your suitability and compliance.
- Manage assignments and maintain contact with you while you are working.
- Administer timesheets, payroll and related placement processes where applicable.
- Deal with complaints, concerns, incidents or allegations.
- Protect children, adults at risk, candidates, clients and other individuals.
- Meet legal, regulatory, safeguarding and professional obligations.
- Maintain accurate recruitment and compliance records.
- Prevent fraud and protect our systems and business.
- Establish, exercise or defend legal claims.
- Improve our recruitment and candidate services.

- Maintain appropriate communication with you regarding work opportunities and our services.

7. Our lawful bases

The lawful basis we rely upon depends on why the information is being processed.

We may rely on:

Contract and steps before entering into a contract

Where processing is necessary to register you, provide work-finding services, discuss assignments or manage an engagement with you.

Legal obligation

Where processing is necessary to comply with legal requirements relating to matters such as right to work, recruitment, employment, safeguarding, health and safety, tax or regulatory requirements.

Legitimate interests

Where processing is necessary for our legitimate business interests and those interests are not overridden by your rights and freedoms. This may include providing recruitment services, finding suitable work, introducing candidates to clients, verifying registration information, managing candidate and client relationships, preventing fraud, maintaining security and managing complaints.

Consent

Where consent is the appropriate lawful basis and you have been given a genuine choice. Where we rely on consent, you may withdraw it at any time.

Vital interests

In exceptional circumstances where processing is necessary to protect someone's life.

Where we process special-category or criminal-offence information, an additional condition under data-protection legislation will also be identified where required.

8. Recruitment interviews, recordings and AI-assisted tools

Forever Teaching may use approved technology to support candidate registration interviews, including tools that assist with recording, transcription or interview note-taking.

Where such technology is used, you will be informed as appropriate. The information may be used to:

- Create an accurate record of the registration interview.
- Produce or assist with interview notes and transcripts.
- Allow you to review or confirm relevant interview information.

- Support recruitment, compliance, safeguarding and quality-assurance processes.
- Provide appropriate internal training and oversight.

Access to interview recordings, transcripts or notes will be restricted to authorised personnel and approved service providers where necessary.

Forever Teaching remains responsible for decisions about candidate suitability. We do not rely solely on an artificial-intelligence or automated system to make decisions producing legal or similarly significant effects about candidates unless this is lawful and appropriate safeguards are in place.

Human oversight remains part of our recruitment and compliance process.

9. Sharing your information with clients

A core part of providing recruitment services is introducing suitable candidates to schools and other education settings.

Where appropriate, we may share relevant information with prospective or existing clients, including:

- Your CV or candidate profile.
- Relevant qualifications and experience.
- Availability and work preferences.
- Information relevant to your suitability for a particular role.
- Appropriate confirmation that required compliance and safeguarding checks have been completed.
- Other information necessary to arrange an interview, trial, assignment or placement.

We will not routinely provide clients with unnecessary copies of sensitive compliance documentation.

Detailed criminal-offence or DBS information will only be shared where there is a lawful, necessary and proportionate reason to do so.

10. Other organisations we may share information with

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

- Forever Teaching employees and authorised personnel.
- Schools, academies, multi-academy trusts, nurseries and other education clients or prospective employers.

- Referees and previous employers.
- DBS and safeguarding bodies.
- Government departments and right-to-work checking services.
- Teaching and professional regulatory bodies.
- Training and compliance providers.
- Payroll, accounting and employment-service providers.
- IT, CRM, email, cloud-storage, communications and approved technology providers.
- Legal advisers, insurers, auditors and other professional advisers.
- APSCo or other accreditation/audit bodies where appropriate.
- Local authorities, LADO services, safeguarding partners, regulators, courts or law-enforcement bodies where disclosure is required or otherwise lawful.

We aim to share only the information necessary for the relevant purpose.

Where a third party processes information on our behalf, appropriate contractual and data-protection controls will be used where required.

11. International transfers

Some technology or service providers may process personal data outside the United Kingdom.

Forever Teaching will only transfer personal data internationally where the transfer is lawful and appropriate safeguards are in place.

Depending on the circumstances, these may include UK adequacy regulations, approved contractual safeguards such as the UK International Data Transfer Agreement or UK Addendum, or another legally permitted transfer mechanism.

12. How long we keep candidate information

Forever Teaching maintains a documented Data Retention Policy and Schedule.

Our standard retention periods include:

- **Speculative CV/enquiry where no work-finding action is taken:** normally 6 months from receipt or last contact.
- **Candidate/work-seeker records where work-finding services are provided:** normally 6 years after the last work-finding service or assignment.

- **Candidate compliance files**, including identity, references, employment history, qualifications, training and suitability checks: normally 6 years after the last assignment or work-finding service, subject to specific rules for particular records.
- **Right-to-work evidence**: for the duration of the employment or engagement and normally 2 years afterwards.
- **DBS certificate copies or representations**: normally no longer than 6 months after the recruitment decision unless a lawful and documented reason requires longer retention.
- **DBS check metadata**, such as check date, type, certificate/reference number and decision: normally 6 years after the last assignment or work-finding service.
- **Assignment, booking, timesheet, pay and charge records**: normally 6 years after the assignment or placement ends.

Different periods may apply where safeguarding allegations, complaints, investigations, litigation, legal holds or other legal/regulatory requirements apply.

When information is no longer required, it will be securely deleted, destroyed or irreversibly anonymised as appropriate.

13. Keeping your information secure

Forever Teaching uses appropriate technical and organisational measures to protect personal data against unauthorised access, disclosure, alteration, loss or destruction.

Access to candidate information is restricted according to role and business need.

Particularly sensitive records, including criminal-disclosure, safeguarding and health information, are subject to additional access restrictions where appropriate.

Employees and relevant service providers are required to protect personal information and comply with appropriate confidentiality and data-protection requirements.

14. Information you are required to provide

Some information is necessary for Forever Teaching to provide recruitment services or to establish that you can lawfully and safely work in an education setting.

For example, we may be unable to clear or place you if you do not provide information or evidence required for:

- Identity verification.
- Right-to-work checks.
- Employment-history checks.

- References.
- DBS and safeguarding checks.
- Relevant qualifications or professional-status checks.
- Overseas checks where applicable.
- Mandatory training.
- Other role-specific compliance requirements.

Where information is optional, we will make this clear where appropriate.

15. Keeping your information accurate

Please tell Forever Teaching if your personal information changes.

This may include changes to:

- Your name or contact information.
- Address.
- Right-to-work or immigration status.
- DBS status.
- Professional registration.
- Qualifications.
- Availability.
- Health or reasonable-adjustment requirements relevant to your work.
- Any other information that may materially affect your compliance or suitability for an assignment.

16. Direct marketing and work opportunities

We may contact you about suitable vacancies, assignments and recruitment services where this is consistent with the services you have requested and data-protection and electronic-marketing law.

Where consent is legally required, we will obtain it.

You may ask us to stop sending direct-marketing communications at any time.

If you opt out, we may retain a minimal suppression record so that we can respect your preference and avoid contacting you again for marketing purposes.

Stopping marketing communications does not necessarily prevent us from sending service, compliance, safeguarding, assignment or other communications necessary for our relationship with you.

17. Your data-protection rights

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

- Be informed about how we use your personal data.
- Request access to personal data we hold about you.
- 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 certain processing.
- Object to direct marketing.
- Receive certain information in a portable format.
- Withdraw consent where processing is based on consent.
- Receive information about relevant automated decision-making.
- Complain about how your information has been handled.

To exercise a data-protection right, contact:

Ethan Taberner

ethan.taberner@foreverteaching.co.uk

or

Joshua Heaton

joshua.heaton@foreverteaching.co.uk

You do not need to use any particular wording when making a request.

We may need to confirm your identity before responding.

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

18. Complaints

If you have concerns about how Forever Teaching has collected or used your personal information, please contact our designated data-protection contacts first so that we can investigate.

You also have the right to complain to the **Information Commissioner's Office (ICO)**, the UK supervisory authority for data protection.

Information about the ICO and how to make a complaint is available at www.ico.org.uk.

19. Changes to this Candidate Privacy Notice

Forever Teaching may update this Candidate Privacy Notice where our recruitment processes, technology, suppliers, services, legal requirements or regulatory guidance change.

The current version will be made available to candidates and will show the applicable effective or review date.

20. Related Forever Teaching documents

This Candidate Privacy Notice should be read, where relevant, alongside Forever Teaching's:

- Website Privacy Policy.
- Information Security and Data Protection Policy.
- Data Retention Policy and Schedule.
- Safer Recruitment Policy.
- Safeguarding Children and Adults at Risk Policy.
- Rehabilitation of Offenders SOP.
- DBS Escalation Procedure.
- Complaints Procedure.
- Safeguarding Allegations / Misconduct Procedure.
- Right to Work Procedure.