



Equity Foundation Ltd Privacy Policy

Effective Date: 1st September 2026

1. Introduction

Equity Foundation Ltd (“Equity Foundation”, “we”, “our”, or “us”) is committed to protecting the privacy and personal information of everyone we work with, including learners, parents and carers, schools, local authorities, employees, tutors, volunteers, contractors and website visitors.

We process personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable data protection legislation.

This Privacy Policy explains what personal information we collect, why we collect it, how we use it, who we share it with, and the rights individuals have over their personal information.

2. Who We Are

Equity Foundation Ltd

Email: admin@equityfoundationltd.org

Website: www.equityfoundationltd.org

If you have any questions about this Privacy Policy or how we process personal information, please contact us using the details above.

3. The Information We Collect

Depending on the services we provide, we may collect:

Personal Information

- Name
- Date of birth
- Address
- Telephone number
- Email address
- Parent or carer contact details

Educational Information

- School or educational setting
- Attendance information
- Assessment information
- Learning support needs
- Progress records
- Behaviour and engagement information
- Individual learning plans

Special Category Data

Where necessary and lawful, we may process information relating to:

- Health or medical needs
- Disabilities
- Additional Learning Needs (ALN)
- Safeguarding information
- Ethnicity (where required)
- Gender / preferred pronouns (where applicable)
- Information required to support learners appropriately

We only process this information where there is a lawful basis to do so.

Employment Information

For employees, tutors and contractors we may collect:

- Employment history
- Qualifications
- DBS information
- Right to work documentation
- Payroll information
- Pension information
- Training records
- References

Website Information

When you visit our website we may collect:

- IP address
 - Browser type
 - Device information
 - Pages visited
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4. How We Collect Information

We collect information:

- Directly from individuals
 - From parents or carers
 - From schools and colleges
 - From Local Authorities
 - Through referral agencies
 - During recruitment
 - Through our website
 - During telephone or email communications
 - During delivery of our services
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5. Why We Process Personal Information

We use personal information to:

- Deliver education, tuition and mentoring services
 - Safeguard children and vulnerable individuals
 - Assess educational needs
 - Monitor progress and outcomes
 - Communicate with families, schools and Local Authorities
 - Recruit and manage employees and tutors
 - Meet contractual obligations
 - Comply with legal obligations
 - Improve our services
 - Manage our website
 - Respond to enquiries
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6. Lawful Basis for Processing

We process personal information under one or more of the following lawful bases:

- Consent
- Performance of a contract
- Compliance with a legal obligation
- Vital interests
- Public task
- Legitimate interests

Where special category data is processed, we rely on additional conditions under Article 9 UK GDPR, including safeguarding, education, health or social care, employment law, or explicit consent where appropriate.

7. Sharing Information

We only share personal information where necessary and lawful.

This may include:

- Local Authorities
- Schools and educational settings
- Examination bodies
- Awarding organisations
- Healthcare professionals
- Safeguarding agencies
- Social services
- The Police where legally required
- Regulators
- External auditors or inspectors
- Professional advisers
- IT service providers working on our behalf

We do not sell personal information.

8. International Transfers

We currently store and process ALL personal information within the United Kingdom.

Where information may be transferred outside the UK, we would ensure appropriate safeguards are in place in accordance with UK GDPR.

9. Data Security

We take appropriate technical and organisational measures to protect personal information.

These measures include:

- Secure cloud storage
 - Password protection
 - Multi-factor authentication where appropriate
 - Access controls
 - Staff confidentiality agreements
 - Staff data protection training
 - Secure disposal of records
 - Encryption where appropriate
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10. How Long We Keep Information

We retain information only for as long as necessary to fulfil the purpose for which it was collected, comply with legal obligations, resolve disputes and enforce our agreements.

Retention periods vary depending on the type of information and applicable legal requirements.

11. Individual Rights

Under UK GDPR, individuals have the right to:

- Be informed
- Access their personal information
- Request correction of inaccurate information
- Request deletion where appropriate
- Restrict processing
- Object to processing
- Data portability (where applicable)
- Withdraw consent where consent is relied upon

Requests should be made in writing using the contact details above.

12. Subject Access Requests

Individuals have the right to request a copy of the personal information we hold about them.

We will normally respond within one calendar month.

13. Cookies

Our website may use cookies to improve user experience and monitor website performance.

You can manage cookie preferences through your web browser.

14. Children's Information

Much of our work involves children and young people.

We take additional care when processing children's personal information and only process it where there is a lawful basis and it is necessary for the delivery of our educational services or safeguarding responsibilities.

15. Safeguarding

Where safeguarding concerns arise, we may share relevant information without consent where permitted or required by law to protect children or vulnerable individuals.

16. Complaints

If you are unhappy with how we have handled your personal information, please contact us first so we can investigate.

You also have the right to complain to the Information Commissioner's Office (ICO).

17. Changes to This Privacy Policy

We may update this Privacy Policy from time to time.

The latest version will always be available on our website.

Contact Us

Equity Foundation Ltd

Email: admin@equityfoundationltd.org

Website: www.equityfoundationltd.org