In2Ed Privacy Policy

Last updated: 10 November 2026

1. Who we are and how to contact us

We are IN 2 ED EDUCATION LIMITED, company number 13364715, trading as In2Ed ("we", "us" or "our"). We provide education recruitment and work-finding services. This Privacy Policy explains how we collect, use, share and protect personal information when you visit www.in2ed.co.uk (the "Site"), contact us, register for work or use our services.

For the recruitment, business-contact and website activities described here, In2Ed acts as a data controller: we decide why and how personal information is used. Schools, employers and other organisations may act as separate controllers for their own activities and provide their own privacy notices.

For privacy questions, rights requests or complaints, email **info@in2ed.net** and mark your message "Data protection". You do not need to use a particular form to exercise your rights.

2. Who this policy covers

This policy covers prospective, current and former candidates and agency workers; school and client contacts; referees and emergency contacts; supplier contacts; and visitors to the Site. Please read it alongside our Cookie Policy and any additional privacy information provided when we collect your information.

If a particular service involves processing pupil information or processing on a school's instructions, we will explain the relevant arrangements separately. This recruitment notice is not a substitute for a pupil or parent privacy notice.

3. Information we collect

The information needed depends on your relationship with us and the service requested. We aim to collect only what is relevant and necessary.

- **Contact and identity information:** name, email address, telephone number, address, location or borough, and information you include in enquiries. Candidate records may also include date of birth and identity documents where required for checks.

- **Recruitment information:** CVs, qualifications, training, employment history, skills, work preferences, availability, interview notes, references and placement-related correspondence.
- **Compliance and safeguarding information:** right-to-work evidence, relevant professional registrations, vetting records and Disclosure and Barring Service (DBS) information where appropriate to the role.
- **Work and payment information:** assignments, bookings, attendance, timesheets, pay, bank details, National Insurance number, tax and pension information where needed to administer work and payments.
- **Business-contact information:** your name, role, organisation, contact details, staffing requirements, contractual correspondence and billing information.
- **Website and communications information:** form submissions, correspondence, cookie choices, IP address, browser or device information and technical session or error information generated by the Site's services.
- **Sensitive information:** relevant health or disability information, including adjustment needs, and criminal offence or DBS information where lawful and necessary. Section 6 explains the additional protections that apply.

4. Where information comes from

We collect information directly from you through enquiries, registration forms, CVs, interviews and communications. Where relevant to recruitment, we may also receive information from job boards or professional profiles, people who refer you to us, referees or former employers, schools and clients, and organisations providing identity, right-to-work or vetting checks. Website providers generate some technical information when you use the Site.

If we obtain your information from another source, we will explain the source, the information obtained and how we intend to use it, within the applicable legal timescale. If you give us someone else's details, such as a referee or emergency contact, please make them aware that you have done so and direct them to this policy.

5. How we use information and our legal bases

We use personal information only where we have an appropriate legal basis under UK data protection law. Different activities may have different bases; we do not rely on every basis for every use.

- **Responding to enquiries and providing recruitment services:** to register candidates, maintain relevant records, discuss suitable opportunities, assess suitability, introduce candidates to schools and arrange placements. We rely on legitimate interests in providing effective recruitment services and meeting

staffing needs, or on contract where processing is necessary to perform a contract with you or take steps at your request before entering one.

- **Administering assignments and payments:** to manage bookings, timesheets, contractual arrangements, pay and related records. We rely on contract where you are a party to it, legal obligation for applicable employment, tax or pension duties, and legitimate interests for necessary business administration.
- **Compliance and safeguarding:** to carry out required checks, establish eligibility to work, meet applicable recruitment duties and address safeguarding concerns. We rely on legal obligation where a specific law requires the processing, or legitimate interests in safe and lawful recruitment where appropriate. Sensitive and criminal offence information also requires the separate conditions described in section 6.
- **Managing client and supplier relationships:** to communicate with professional contacts, manage services and billing, resolve complaints and maintain business records. We rely on legitimate interests in running our business, legal obligation where applicable, or contract where the individual is personally a party to it.
- **Protecting and maintaining our services:** to secure the Site, troubleshoot technical problems, prevent fraud and manage legal claims. We rely on legitimate interests in service security and protecting our legal rights, or legal obligation where applicable. Device-storage and tracking technologies are subject to the separate consent rules explained in section 11.
- **Optional marketing:** to send relevant updates or promotional messages where permitted. We use consent where required, or legitimate interests only where the applicable marketing rules allow it. Consent to marketing is not a condition of registering for work.

When relying on legitimate interests, we consider whether the processing is necessary and balance those interests against your rights, interests and reasonable expectations. You can ask us for more information about that assessment.

Information you need to provide

Some information is needed to assess your application, arrange work, perform contractual commitments or meet legal requirements. We will explain what is required and why when asking for it. If you do not provide essential information, we may be unable to register you, complete necessary checks, arrange a placement or process payment. Optional marketing choices do not affect your access to recruitment services.

6. Health, safeguarding and criminal offence information

Health and disability information is special category personal data. In addition to a general legal basis, we must identify a separate condition that permits its use.

Depending on the specific activity, this may involve employment-law obligations, an applicable substantial-public-interest condition such as safeguarding, legal claims, or explicit consent where that is appropriate. Any additional conditions and safeguards required by the Data Protection Act 2018 must also be met.

Criminal offence information, including relevant DBS information, is subject to separate legal restrictions; it is not simply another category of health or other special category data. We must identify an appropriate general legal basis and the relevant legal authority or statutory condition before using it. Consent to a DBS check does not by itself establish that all subsequent processing is lawful.

We will explain the specific purpose and applicable condition when collecting sensitive information. Access and disclosure will be limited to what is necessary for the relevant check, adjustment or safeguarding purpose. Please do not send DBS certificates, medical records or identity documents through a general website enquiry form; contact us first to arrange an appropriate submission method.

7. Who we share information with

Where necessary for the purposes described above, recipients may include:

- Schools, education providers and other clients considering a candidate or receiving an agency worker.
- Referees, former employers and organisations carrying out relevant identity, qualification, right-to-work or safeguarding checks.
- Payroll, payment and pension providers where involved in administering your work.
- Providers supporting our website, forms, recruitment systems, email, hosting and other business technology.
- Professional advisers, insurers, regulators, HMRC, law enforcement or safeguarding authorities where necessary and lawful.

We will share only the information needed for the relevant purpose. Sharing a candidate profile with a school does not automatically justify sharing full identity documents, health records or DBS certificates. Where a provider processes information on our behalf, appropriate contractual protections are required. Other recipients may use information as independent controllers under their own privacy notices.

The Site uses Wix services and Usercentrics consent management, together with Boom Form and Cloudflare-related technologies described in our Cookie Policy.

8. International transfers

We do not transfer personal information outside the United Kingdom. Our providers do not store or access the personal information they handle for us outside the United Kingdom.

If these arrangements change, we will update this policy and explain any applicable international transfer safeguards before the new processing starts.

9. How long we keep information

We will keep personal information only for as long as it is needed for the purpose for which it was collected, including applicable legal, regulatory and safeguarding requirements. Retention depends on the type of record, our relationship with you and whether information is needed for a complaint or legal claim.

- **Candidate records:** we retain candidate records for 1 year after your last work-seeking activity.
- **Right-to-work (RTW) documents:** we retain these for 2 years after employment ends.
- **Other records:** we retain other records in line with applicable legal requirements. This includes work, payroll, tax and pension records.
- **Vetting, health and safeguarding records:** retention is limited to the specific lawful purpose and applicable rules. Keeping a record that a check took place may be appropriate without keeping the full underlying document.
- **Enquiries and business correspondence:** retention depends on resolving the enquiry, managing the business relationship and any relevant legal obligations or dispute.
- **Marketing preferences:** we may keep a minimal suppression record to ensure that an opt-out continues to be respected.
- **Cookies and browser storage:** retention details are described in our Cookie Policy. You can remove cookies and browser storage using your browser controls.

Information that is no longer needed will be securely deleted or anonymised. An erasure request does not override an applicable legal obligation to retain information.

10. Keeping information secure

We will use technical and organisational measures appropriate to the sensitivity and risks of the information, including controlled access and appropriate arrangements with service providers. No website or transmission method can be guaranteed completely secure. Please tell us promptly if you believe information sent to or held by us has been compromised.

11. Cookies and similar technologies

The Site uses cookies and similar technologies to support its operation, security and features. Please read our **In2Ed Cookie Policy** for details of the technologies used, their purposes, durations and how to manage your choices.

You can choose Deny, Accept All or Save Settings in the Usercentrics banner and reopen your preferences using the fingerprint privacy icon at the bottom left of the Site. You can change your choices or withdraw consent for optional technologies and use browser controls to remove cookies and other storage.

We obtain consent before using cookies or similar technologies where no applicable legal exception applies. Technologies that are strictly necessary to provide a service you request may be used without consent. You can change your preferences or withdraw consent for optional technologies using the Site's cookie controls.

12. Marketing choices

You have an absolute right to object to the use of your personal information for direct marketing, including related profiling. Use any unsubscribe option provided or contact info@in2ed.net to stop promotional messages. We will retain only the information needed to respect that choice where appropriate.

Where we rely on consent, you can withdraw it at any time. Withdrawal does not affect the lawfulness of processing carried out before withdrawal. Essential communications about your application, placement, payment or legal requirements may still be sent where there is an appropriate legal basis; calling a message a "service update" does not make promotional content exempt from marketing rules.

13. Your data protection rights

Depending on the circumstances and the legal basis for processing, you may have the right to:

- Be informed about how your personal information is used.
- Ask for access to your personal information and a copy of it.
- Have inaccurate information corrected and incomplete information completed.
- Ask for information to be erased, or its use restricted, in the circumstances provided by law.
- Object to processing based on legitimate interests for reasons relating to your particular situation. We must consider the objection and may continue only where the law permits.
- Receive information you have provided in a structured, commonly used, machine-readable format, and ask for it to be transferred to another organisation

where technically feasible, when the processing is automated and based on consent or contract.
- Withdraw consent where processing is based on consent.
- Receive information about significant automated decisions and exercise the applicable safeguards, including seeking human intervention and contesting a decision where the law provides these protections.

Contact info@in2ed.net to make a request. Requests can be made verbally or in writing. We may need proportionate information to verify your identity. We will normally respond without undue delay and within one month, subject to any lawful extension or adjustment to the response period. There is normally no fee. If a legal exception applies, we will explain our response and your options.

14. Automated decisions and profiling

We do not use recruitment tools to automatically score, rank or reject candidates. Candidate assessment and recruitment decisions are carried out by people, rather than solely by automated means.

15. Questions and complaints

If you are concerned about how we use your personal information, contact info@in2ed.net. You can also raise a complaint verbally through our usual contact channels; please identify it as a data protection complaint so that it can be directed appropriately.

We will acknowledge a data protection complaint within 30 days of receipt, take appropriate steps to investigate without undue delay, keep you informed and tell you the outcome.

You also have the right to complain to the UK's data protection regulator, the Information Commissioner's Office (ICO). You can use the ICO complaints service or call 0303 123 1113. The ICO generally recommends giving the organisation an opportunity to address your concern first.

16. Changes to this policy

We may update this policy as our services, technology or applicable requirements change. The latest update date will appear at the beginning. Where required, we will bring material changes or new uses of your information to your attention before the new processing starts.