



## Data Protection Policy

**This Data Protection Policy applies to all employees, volunteers and clients of the BGC Education Group, including Register Recruitment and Inclusive Mentoring.**

Date of Implementation: 1<sup>st</sup> April 2026

Date of Review: 1<sup>st</sup> September 2026 (reviewed annually)

At BGC Education Group, we are committed to providing specialist 1:1 Tuition, Mentoring, Staffing Solutions, Coaching and Education Guidance for a range of education settings and local authorities.

### Policy Statement

BGC Education Group- (including all staff) employed through Inclusive Mentoring and Register Recruitment).

BGC Education Group is compliant with all aspects of data protection law. The Data Protection Act of 2018 is a United Kingdom Act of Parliament and controls how your personal information is used by organisations, businesses and the Government.

The data controller is the person at BGC Education Group who determines when, why and how to process personal data. They are responsible for establishing practices and policies in line with GDPR. The BGC Education group data controller is responsible for all data relating to BGC Education staff and personnel used in our business for company purposes.

Personal data is any information that relates to an individual or identifiable living individual. All data which is, or can be, assigned to a person in any kind of way.

Personal data includes sensitive and pseudonymised data but excludes anonymous data or data that has had the identity of a person permanently removed.