

Revolve Collective – Privacy Policy

DOCUMENT TITLE	Privacy Policy
VERSION	2.0
DATE ISSUED / LAST REVIEWED	29 June 2025
NEXT REVIEW DUE	28 June 2026
OWNER / AUTHOR	Interim DPO
APPROVED BY	Sara Taylor, Director Revolve Collective

1. Introduction

Revolve Collective respects your privacy and is committed to protecting your personal data. This privacy notice will inform you how we handle your personal data when you interact with us, whether via our website, as a job applicant or candidate, employee, partner, or service user. It also outlines your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Revolve Collective is a character-first organisation redefining what it means to support people well, in the classroom, the workplace, and in life. We specialise in recruitment, relational support, and practitioner training. In doing so, we process personal data as a data controller.

3. What Data We Collect

Depending on your interaction with us, we may collect:

a.) Candidates / Agency Workers:

- Name, contact information, gender, and date of birth
- Work history, qualifications, and references
- DBS certificate number and issue date
- Compliance and training records
- Bank details, tax information, emergency contacts
- National Insurance number

b.) Employees:

- Personal contact details, contracts, references
- DBS and safeguarding records
- Occupational health and absence data
- Grievance, disciplinary, and CPD/training records

c.) Clients / Partners:

- Contact names and details
- Organisational affiliation and professional communications

d.) Website / Marketing:

- IP address, usage data and browser type
- Name and contact details provided through forms or registrations
- Preferences and consents for marketing communications

Children and Young People: We may collect quotes, testimonials, or images from young people as part of our services. In these cases, we will always obtain explicit consent from a parent, guardian, or authorised adult and follow safeguarding best practices.

4. How We Collect Your Data

- Directly from you (e.g. job application, website form, CV submission)
- From public sources (e.g. job boards, CV Library, LinkedIn)
- From referees or DBS services
- From third-party providers, such as Quba Solutions (payroll) or The National College (training)

5. Legal Basis for Processing

We process personal data using the following lawful bases under the UK GDPR:

- *Consent* – where you have given clear permission for us to process your data for a specific purpose
- *Contract* – where processing is necessary to carry out a contract with you or to take steps at your request before entering into one
- *Legal Obligation* – where we are legally required to process certain information (e.g. safeguarding or tax compliance)
- *Legitimate Interests* – where it is necessary for our organisational interests, and your rights and freedoms do not override those interests

Examples of how this applies in practice:

- *Consent* – when you opt in to receive marketing emails or newsletters

- *Contract* – when you apply for a role and we process your data to match you with opportunities
- *Legal Obligation* – when we carry out DBS checks or are required to report safeguarding concerns
- *Legitimate Interests* – when we search CV databases to contact potential candidates who may be suitable for a role

6. Data Security

We have robust security measures in place to protect your data:

- Digital records are stored securely in encrypted or password-protected systems
- Physical documents are stored in locked cabinets
- Only authorised personnel can access personal data
- All staff are trained in GDPR and data protection procedures

7. Data Retention

We only keep data for as long as necessary. Full details are outlined in our Data Retention Schedule. For example:

- Candidate data: 6 years after final engagement
- Employee data: up to 6 years after employment ends
- Safeguarding and health & safety: as per statutory guidance

8. Marketing and Communications

We may contact you about roles, opportunities or events relevant to your preferences. You may opt in or out of marketing at any time via:

- Email: privacy@revolvecollective.org
- Unsubscribe links on marketing emails

We do not sell your data or share it with third parties for their own marketing.

9. Social Media and Usage Data

We use platforms such as Facebook, WhatsApp, TikTok, YouTube, and Instagram to share updates. These platforms also collect data. When you interact with our channels, your personal data may be processed by the platform as a joint controller. Please refer to their privacy notices for more.

10. Your Rights

You have the right to:

- Access the data we hold about you

- Request correction or deletion (* where permitted by law, see note below)
- Object to or restrict certain types of processing
- Withdraw consent at any time
- Request data portability

To exercise these rights, email: privacy@revolvecollective.org

- * *Please note:* While we will always seek to honour requests for data deletion, this right does not extend to data already lawfully shared or published, or data we are legally required to retain (e.g., for safeguarding, employment, or financial records). For example, if a quote, image, or testimonial has been used in print or online materials, we may not be able to retract it once published, though we will stop any future use and remove it from our own platforms where possible.

11. Data Sharing

We may share your data:

- With training or payroll providers (e.g. The National College, Quba Solutions)
- With schools, education settings or third-party clients for placement purposes
- Where required by law, regulation or safeguarding protocols

All third parties are required to adhere to confidentiality and data protection standards.

12. Cookies and Tracking

Our website may use cookies or similar tracking tools to enhance your browsing experience. You will be asked to accept or decline cookies upon visiting our site. For more, see our Cookie Policy.

13. Changes to This Policy

We may update this privacy policy from time to time. Changes will be posted on our website with an updated revision date.

14. Contact Us

For any questions about this notice or how we use your data:
privacy@revolvecollective.org

Last updated: June 2025

Next review due: May 2026

This policy is part of our wider commitment to handling data with integrity, safeguarding individuals, and promoting trust in how we operate