

Careers Site Terms

Welcome to our careers site. If you continue to browse and use this site, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy (see below) govern Education Development Trust's relationship with you in relation to this site. If you disagree with any part of these terms and conditions, please do not use our careers site.

The term 'Education Development Trust' or 'us' or 'we' refers to the owner of the site whose registered office is Highbridge House, 16-18 Duke Street, Reading, RG1 4RU. Our company registration number is 867944. The term 'you' refers to the user or viewer of our site.

The use of this site is subject to the following terms of use:

- The content of the pages of this site is for your general information and use only. It is subject to change without notice.
- Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, reliability, compliance with regulation or legislation, completeness or suitability of the information and materials found or offered on this site for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- Your use of any information or materials on this site is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.
- This site contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
- All trade marks reproduced in this site which are not the property of, or licensed to, the operator are acknowledged on the site.
- Unauthorised use of this site may give rise to a claim for damages and/or be a criminal offence.
- From time to time this site may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- Your use of this site and any dispute arising out of such use of the site is subject to the laws of England, Northern Ireland, Scotland and Wales

Privacy Notice

This privacy notice sets out how Education Development Trust uses and protects any information that you give Education Development Trust when you use this site. By proceeding to use this site you are agreeing to this Notice and the terms included within it.

Education Development Trust is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this site, then you can be assured that it will only be used in accordance with this privacy statement.

Education Development Trust may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from April 2018.

What We collect

We may collect the following information:

- Personal details – name, date of birth, address, contact details; national insurance number; ; next of kin/emergency contact details; family, lifestyle and social circumstances; Financial details; Business activities; Training needs and details of past training; Education and employment details; Job performance information; Goods or services provided; visual images, personal appearance and behaviour; behaviour and standards of work or performance; time logs.
- We may also need to collect information that is referred to as being in a ‘special category’. This could include: Racial or ethnic origin, disability information, marriage status, sexual orientation, mental or physical health, religious beliefs, trade union memberships, criminal convictions, political opinions

Use of Information

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- Transfer of data to third parties, for example under contracts with the website host or operator, or any government department or organisation for whom the website was designed, which may include a transfer outside of the EEA where it may not be processed in line with General Data Protection Regulations.
- We may use the information to improve our products, materials and services.
- We may use the information to send you details of job opportunities.
- We may periodically send emails containing information, such as news from our recruitment teams, which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to request feedback on the service we provide. We may contact you by email, phone or mail. We may use the information to customise the website according to your interests.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. Information will not be held for longer than it is needed.

Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the site.

Other Websites

Our site may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Personal Information

If you have previously agreed to us using your personal information for job alerts you may change your mind at any time by writing to or emailing us at recruitment@educationdevelopmenttrust.com

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required or entitled by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998, or subsequent amending, repealing or replacing legislation concerning data protection and the rights of data subjects, in particular the General Data Protection Regulation and any related legislation and statutory instruments. If you would like a copy of the information held on you please write to our head office address.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

Disclaimer

The information contained in this site is for general information purposes only. The information is provided by Education Development Trust and while we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, resources, materials, products, services, or related graphics contained on the site for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this site or the information, resources, materials, products, services, or related graphics contained within it or hosted on it.

Through this site you are able to link to other websites which are not under the control of Education Development Trust. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

Every effort is made to keep the site up and running smoothly. However, Education Development Trust takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

Copyright Notice

This careers site and its content, are owned by or licensed to Education Development Trust and for these purposes material includes but is not limited to the design, layout, look, appearance and graphics. Copyright of all materials and resources is owned by Education Development Trust - © Education Development Trust 2016. All rights reserved.

Reproduction, redistribution, publication or commercial use is prohibited other than in accordance with these terms:

- anything you copy has to be taken as a whole and not amended or changed
- any hard copies have to be for your personal use and not for use by anyone else
- you make sure that anyone else having access to the same information is aware of the terms of this licence and is obliged to comply with them
- you do not use the material or article copied from our website for a business purpose or for profit

You may not, except with our express written permission, distribute or commercially exploit the content. Nor may you transmit it or store it in any other website or other form of electronic retrieval system.