



Policy: Data Protection & GDPR Policy
REF: 006_Privacy Notice

Privacy Notice – Future Ready SEND

Effective date: 20 May 2026

Organisation: Future Ready SEND

Contact email: hello@futurereadysend.co.uk

Website: www.futurereadysend.co.uk

Future Ready SEND is committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use, store, and protect personal information when you use our services, contact us, attend training, or visit our website.

This notice is designed in line with the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Who We Are

Future Ready SEND provides SEND consultancy, transition support, training, pathway planning, supported internship guidance, annual review support, and related services for families, schools, colleges, employers, and young people.

For the purposes of data protection law, Future Ready SEND is the “data controller” for the personal information we collect and use.

2. The Information We Collect

We may collect and process the following types of personal information:

Information you provide directly

- Name
- Email address
- Telephone number
- Organisation or school name
- Job title
- Billing and payment information
- Information shared through enquiry forms, emails, consultations, or training bookings

SEND-related information

Where necessary to provide support services, we may process:

- Education information
- EHCP-related information
- Transition planning information
- Employment or internship support information
- Information about support needs or reasonable adjustments



We only collect information that is relevant and necessary for the services being provided.

Website and technical information

When you visit our website, we may collect:

- IP address
- Browser type
- Device information
- Pages visited
- Cookies and analytics data

3. How We Use Your Information

We use personal information to:

- Respond to enquiries
- Deliver consultancy and support services
- Arrange meetings, training, and workshops
- Manage invoices and payments
- Maintain safeguarding and professional records
- Improve our website and services
- Send relevant updates or newsletters (where consent has been given)
- Meet legal or regulatory obligations

4. Legal Basis for Processing

Under UK GDPR, we rely on the following lawful bases:

Contract

Where processing is necessary to deliver agreed services.

Legitimate Interests

To operate and improve Future Ready SEND in a professional and safe manner.

Consent

Where you have given clear consent, for example for newsletters or marketing communications.

Legal Obligation

Where we are required to keep records or share information under applicable law.

Special Category Data



If we process SEND-related or health-related information, we do so only where necessary and lawful, including:

- With explicit consent
- To provide appropriate support
- To safeguard the wellbeing of children and vulnerable individuals

5. How We Store and Protect Information

We take appropriate steps to protect personal information, including:

- Password-protected systems
- Secure cloud storage
- Limited access to sensitive information
- Secure disposal of records when no longer needed

We retain information only for as long as necessary to fulfil the purpose it was collected for or to meet legal requirements.

6. Sharing Information

We do not sell personal information.

We may share information with:

- Schools or colleges (where agreed)
- Employers or supported internship providers (with consent)
- Professional advisers or accountants
- IT or website providers
- Legal or regulatory authorities where required

Information is shared only where necessary and appropriate.

7. Your Rights

Under UK data protection law, you have the right to:

- Access your personal information
- Request correction of inaccurate information
- Request deletion of your information
- Restrict or object to processing
- Withdraw consent at any time
- Request transfer of your data where applicable
- Lodge a complaint with the UK Information Commissioner's Office (ICO)



8. Cookies and Website Analytics

Our website may use cookies and analytics tools to understand how visitors use the site and improve user experience.

You can manage cookie preferences through your browser settings.

9. Marketing Communications

We will only send marketing emails or newsletters where:

- You have opted in, or
- We are legally permitted to do so

You can unsubscribe at any time using the link in emails or by contacting us directly.

10. Safeguarding and Confidentiality

Future Ready SEND recognises the importance of confidentiality and safeguarding when working with children, young people, families, and professionals.

Information will only be shared where:

- Consent has been provided,
- It is necessary to deliver services, or
- There is a safeguarding or legal obligation to share information.

11. Changes to This Privacy Notice

We may update this Privacy Notice from time to time. The latest version will always be available on our website.

12. Contact Us

If you have questions about this Privacy Notice or how your information is handled, please contact:

Future Ready SEND

Email: hello@futerereadysend.co.uk

Website: www.futerereadysend.co.uk