

Procurement Information Pack

Reference information for procurement, IT, data protection and legal teams evaluating a School Summit Connect licence.

About this pack

This Procurement Information Pack is maintained by School Summit. It consolidates the operational, data-protection, accessibility and governance information most commonly requested by procurement, IT, data-protection and legal teams during the buying cycle for a School Summit Connect licence.

It is intended as a starting reference document. It is not a legal certification, not an independent audit report and does not constitute a contract. Definitive terms are agreed in the Connect Master Licence Agreement and accompanying Data Processing Agreement.

School Summit Connect is designed to help organisations build awareness, engagement and future talent pipelines throughout the academic year. Unlike event sponsorship, recruitment advertising or job boards, Connect provides a year-round platform for building relationships with students, schools and future talent.

What this pack does NOT contain:

- Claims of ISO certification, Cyber Essentials or equivalent unless explicitly stated.
- Penetration test results or independent security audit reports.
- Specific insurance limits or policy numbers.
- Subprocessor commercial terms.

Any of the above may be made available on request, subject to NDA where appropriate.

Vendor information

Core company facts. Statutory documents (certificate of incorporation, VAT registration, insurance schedules) available on request.

TRADING NAME	School Summit
OPERATING COMPANY	Bell Media
PRODUCT	School Summit Connect — year-round talent pipeline platform
REGISTERED JURISDICTION	United Kingdom & Ireland operations
COMPANY REGISTRATION	Available on request.
VAT REGISTRATION	Available on request.
INSURANCE (PI / PL / CYBER)	Available on request.
PRIMARY COMMERCIAL CONTACT	Rachel Hanna, Founder, School Summit
CONTACT EMAIL	rachel@bellmedia.ie
CONTACT PHONE	+353 83 444 5190
PRIMARY DOMAINS	schoolsummit.co.uk · schoolsummit.ie

School Summit Connect

The year-round talent engagement and workforce pipeline platform.

Connect is the year-round talent pipeline platform of the School Summit network. Each licensed organisation operates a branded hub that hosts pathway content, opportunities, resources, events and engagement reporting — accessible to students, educators and the organisation's own engagement team.

Connect is licensed annually. It is sold separately from event sponsorship, Innovator sponsorship, BellTime advertising and Marketplace sponsorship — those are independent commercial lines and are not bundled into a Connect licence.

Audience

- Students at second-level education (Key Stage 3 onwards / Junior & Senior Cycle).
- Careers teachers, guidance counsellors and school leadership.
- Parents and guardians via signposted parent-facing resources.
- The licensed organisation's own talent, HR and engagement teams.

Geographies

United Kingdom (England, Scotland, Wales, Northern Ireland) and the Republic of Ireland. Hubs may be operated in either jurisdiction; data is held within UK & EU regions.

Lawful basis, controllership and data subjects

School Summit Connect is designed to be operated in compliance with UK GDPR and EU GDPR. The statements below describe practices currently in place. A full Data Processing Agreement is provided as part of contracting.

Controllership

School Summit acts as the data controller for marketing enquiries and platform-account information collected through schoolsummit.co.uk and schoolsummit.ie. The licensed organisation acts as the data controller for the content it publishes within its own hub and for any direct enquiry data routed to it. Where School Summit processes personal data on behalf of a licensed organisation, it acts as a data processor under a written DPA.

Categories of personal data processed

- Identifiers: name, email, organisation, role.
- Engagement signals: page views, resource downloads, event registrations.
- Communications content: enquiry messages and form submissions.
- Authentication metadata: hashed credentials and session tokens (managed by the auth provider).

Special-category data is not intentionally collected. Users are instructed not to submit sensitive personal data through enquiry forms.

Lawful bases

Legitimate interests (operating and improving the platform, responding to enquiries), contract (delivering licensed services), and consent (where required for marketing communications and optional cookies).

Where data lives and who touches it

Plain-language summary. A current subprocessor list and DPA are available on request.

DATA RESIDENCY	United Kingdom & European Union regions.
ENCRYPTION IN TRANSIT	HTTPS / TLS across all public surfaces.
ENCRYPTION AT REST	Provided by the managed database and storage layer.
ACCESS CONTROL	Role-based access (platform admin, hub admin, university admin, school user). Sensitive commercial fields are gated by server-side authorisation.
AUTHENTICATION	Email + password and Google sign-in via the managed authentication service. Session storage in the user's browser.
BACKUPS	Managed by the hosting provider as part of the database service.
SUB-PROCESSORS	Hosting, authentication, database, file storage and email delivery are provided by trusted infrastructure partners. Current list available on request.
INTERNATIONAL TRANSFERS	Where any infrastructure partner processes data outside the UK / EEA, transfers are covered by the relevant adequacy decision or Standard Contractual Clauses.
RETENTION	Account and engagement data is retained while a licence is active. Specific retention periods are confirmed contractually.
DELETION / EXPORT	Data subject access, correction and deletion requests are handled in line with applicable data-protection law.
BREACH NOTIFICATION	Material security incidents affecting customer data are notified to the licensed organisation without undue delay, in line with statutory obligations.

Designed for use with second-level audiences

Connect is built for use with students at second-level education. Safeguarding considerations are built into the product, the content workflow and the operating model.

Product-level controls

- No public user profiles or direct student-to-organisation messaging features.
- Enquiries are routed through controlled forms — students are not exposed to open chat surfaces.
- Event registration captures the minimum information required to confirm a booking.
- All resources and pathway content are reviewed and published by named hub administrators.

Operating-level controls

- Hub administrators agree to acceptable-use terms covering content suitable for school audiences.
- Reported content can be unpublished by the platform administrator.
- Engagement with schools is coordinated through the School Summit network — not via cold outreach to individual students.

School Summit does not provide regulated safeguarding services, DBS / Access NI checking, or designated safeguarding-lead cover for licensed organisations. Those responsibilities remain with the licensed organisation and the participating schools.

Inclusive by design

Public-facing hubs and the main schoolsummit.co.uk / schoolsummit.ie surfaces are built with accessibility as a first-class requirement.

Target standard

Public hubs are designed to meet WCAG 2.1 Level AA where reasonably practicable. The platform is iterated continuously; if a specific surface falls short of that standard, we treat it as a defect.

Design practices currently in place

- Semantic HTML structure with descriptive headings.
- Keyboard navigability for primary user flows (browse, register, download).
- Sufficient colour contrast on body text and primary actions.
- Descriptive link text and form-field labels.
- Responsive layouts down to mobile breakpoints.

Known limitations

User-supplied content (PDFs, embedded videos, third-party media) is the responsibility of the contributing organisation and may not always meet WCAG AA. Accessibility issues with platform surfaces can be reported to the primary contact below and will be triaged.

A formal third-party accessibility audit has not been completed at the date of this pack. Available on request once completed.

How the platform is run

Hosting

School Summit Connect is hosted on managed serverless infrastructure operated by established cloud providers. Database, authentication, file storage and email delivery are provided by trusted infrastructure partners. Platform-level patching and infrastructure security are the responsibility of those providers; application-level patching is owned by School Summit.

Change management

Application changes go through version control, code review, automated build checks and staged deployment before reaching the production environment. Database schema changes are applied through reviewed migrations.

Monitoring

Application errors, security events and key business signals are monitored continuously. Operational incidents are logged and reviewed.

Business continuity

The platform leverages managed database and hosting services that provide built-in redundancy and automated backup. Recovery procedures are exercised as part of normal operations. Formal RTO / RPO commitments are agreed contractually where required.

Independent certifications (ISO 27001, Cyber Essentials, SOC 2 etc.) are not claimed at the date of this pack. The status of any current or planned certification work is available on request.

How a licensed organisation is looked after

Onboarding

A typical Connect onboarding is delivered in approximately four weeks, covering hub structure, brand application, pathway and opportunity content, resource library, event integration and analytics setup.

Account management

Each licensed organisation has a named account contact from the School Summit team. Day-to-day requests are handled by email; quarterly engagement reviews are offered as part of the standard licence.

Support channels

- Email: rachel@bellmedia.ie
- Phone: +353 83 444 5190
- Strategy call booking: schoolssummit.co.uk/strategy-call

Service hours

Standard business hours are 09:00–18:00 Monday to Friday (UK & Ireland time), excluding public holidays. First response targets and any out-of-hours arrangements are confirmed contractually.

Service-level agreement

Formal availability targets and credit mechanisms are available on request and agreed as part of the Master Licence Agreement.

CONTACT INFORMATION

Procurement, commercial and data-protection enquiries

COMMERCIAL CONTACT	Rachel Hanna, Founder, School Summit
EMAIL	rachel@bellmedia.ie
PHONE	+353 83 444 5190
GENERAL ENQUIRIES	hello@schoolsummit.co.uk
PRIVACY / DATA-PROTECTION	hello@schoolsummit.co.uk
SECURITY / VULNERABILITY REPAIRS	info@schoolsummit.co.uk
STRATEGY CALL (LIVE CALENDAR)	schoolsummit.co.uk/strategy-call
TRUST CENTRE	schoolsummit.co.uk/trust

For procurement-led evaluations we recommend a 30-minute introductory call between Rachel Hanna and your procurement / IT / data-protection lead. This is usually the fastest route to closing any outstanding due-diligence questions.

Available on request

The following documents can be provided on request, subject to NDA where appropriate, once a procurement evaluation is underway.

- Connect Master Licence Agreement (template).
- Data Processing Agreement (template) and current subprocessor list.
- Detailed accessibility statement once independent audit is completed.
- Insurance schedules (Professional Indemnity, Public Liability, Cyber).
- Statutory company documents (certificate of incorporation, VAT registration).
- Current security posture summary and any in-progress certification work.
- Reference customer introductions, where customers have agreed in advance.

Document control

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OWNER	Rachel Hanna, Founder, School Summit
REVIEW CYCLE	Refreshed on each material platform or policy change.

This pack is editable content maintained by School Summit. It is not a legal certification and does not replace the definitive terms agreed in a signed Master Licence Agreement and Data Processing Agreement.