



Tudhoe Learning Trust Privacy Notice for Trust Workforce

Last updated: April 2023

Tudhoe Learning Trust as an organisation seeks to ensure that personal data is collected, processed and retained in line with the Data Protection Act and General Data Protection Regulations 2018.

This notice explains what personal data our Trust collects relating to our workforce, how and why it is collected, how it is stored and used and with whom this data may be shared.

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

The Trust office will seek consent for the collection of personal data where this is required.

The type of personal information we collect

We currently collect and process the following information:

- personal information (such as name, employee or teacher number, national insurance number, home address, telephone numbers and email address, bank details)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by the workforce for one of the following reasons:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- **Consent.** Consent has been given in order to process personal information for a specific purpose. Employees are able to remove consent where this is required at any time. You can do this by contacting the Trust Office.
- **Contract.** The processing of data is necessary to comply with a contractual obligation.
- **Legal Obligation.** We have a legal obligation to retain information relating to our workforce
- **Vital Interests.** The processing is necessary to protect someone's life.

- **Public Task.** The processing is necessary to perform a task in the public interest and to complete a function that is required by law.
- **Legitimate Interests.** The processing is necessary for the legitimate interest of the Trust and school or the legitimate interests of a third party unless there is a good reason to protect an individuals' personal data which overrides those legitimate interests.

Collecting information

We collect personal information via

- Application forms
- Staff contract forms
- Employee information forms
- Timesheets
- Workforce census

Workforce data is essential for the Trust's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

How we store your personal information

We hold workforce data securely for the set amount of time shown in our records retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit the Trust Website at www.tudhoelearningtrust.co.uk

Who we share workforce information with

We routinely share workforce information as appropriate with:

- our local authority (where applicable)
- the Department for Education (DfE)
- employers that the workforce join after leaving us
- Employee benefit providers (such as Cycle schemes, health scheme provider etc.)

Why we share workforce information

We do not share information about our workforce with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We are required to share information about our workforce for Data Collection requirements. This is invaluable data used to inform independent research and other studies commissioned by the Department. It is stored securely in electronic format for statistical purposes.

Your data protection rights

Requesting access to your personal data

Under data protection legislation, employees have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your personnel record, in the first instance you should contact the Head Teacher of the school.

You also have the right to

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the Head Teacher of the school in the first instance if you wish to make a request.

How the Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Sharing by the Department for Education (DfE)

The Department for Education (DfE) may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department for Education (DfE) has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

How to find out what personal information the Department for Education (DfE) hold about you.

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information> charter

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

How to raise a concern

If you would like to discuss any information contained within this Privacy Notice or have any concerns about our use of your personal information, you may contact the Trust Office directly via office@tudhoelearningtrust.co.uk

Alternative, you may raise a concern directly to the ICO if you are unhappy with how we have used your data.

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>