



Privacy Notice for workforce

Contents

1. Introduction.....	2
2. The categories of school information that we process	2
3. Why we collect and use workforce information	2
4. Collecting workforce information	3
5. Storing workforce information.....	3
6. Who we share workforce information with	3
7. Requesting access to your personal data	4
8. Withdrawal of consent and the right to lodge a complaint	4
9. Last updated	4
10. Contact.....	4
Appendix I - How Government uses your data.....	5

1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals we employ, or who otherwise engage to work at our school.**

Our trust, The Legacy Learning Trust, is the 'data controller' for the purposes of UK data protection law.

2. The categories of school information that we process

These include:

- personal information (such as name, employee or teacher number, national insurance number, address)
- characteristics information (such as, sex, 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)
- Payroll information, including bank account details
- Sensitive information, i.e. special category personal data, such as medical information,
- ethnic group and trade union membership, if you choose to supply it
- Images recorded by security CCTV systems on Trust premises
- Biometric data

This list is not exhaustive.

3. Why we collect and use workforce information

We use workforce data to:

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

Under the UK General Data Protection Regulation (UK GDPR), collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract and, in the case of special category personal data, i.e. sensitive information, processing that personal data is necessary for performing or exercising obligations or rights which are conferred on us or on you by law in connection with your employment.
- In the case of special category personal data, the processing is necessary for a safeguarding purpose, i.e. to protect pupils from harm. This is in the substantial public interest.
- The processing is necessary for the performance of our education function, which is a function in the public interest.

4. Collecting workforce information

We collect personal information via your application form and other new starter forms.

Workforce data is essential for the school's / local authority'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.

5. Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule.

6. Who we share workforce information with

We will not share information about you with third parties without your consent unless the law allows us to.

Local Authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (No 2) (England) Regulations 2007 and amendments.

If you require more information about how the local authority stores and uses your personal data please visit: www.oxfordshire.gov.uk/

Department for Education (DfE)

The DfE collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the DfE for the purpose of those data collections, under section 5 of the Education (Supply of Information about the School Workforce) (No 2) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework

If you require more information about how the DfE processes your personal data please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Disclosure and Barring Service (DBS)

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

Payroll and HMRC

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid. We also share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Salary Sacrifice Scheme

Where you have decided to become part of a salary sacrifice scheme, such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you. <https://www.kiddivouchers.com/>

Pension

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is LGPS.

7. Requesting access to your personal data

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact gdrp@abingdonlearningtrust.org.

You also have the following rights:

- 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

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [raise a concern with ICO](#)

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

8. Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting gdrp@abingdonlearningtrust.org.

9. Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in April 2025.

10. Contact

If you would like to discuss anything in this privacy notice, please contact: gdrp@abingdonlearningtrust.org

Appendix I - How 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) will only share your personal data where it is lawful, secure and ethical to do so and 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 public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education's (DfE) data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

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

Under the terms of UK GDPR, 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>
or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

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