



Tudhoe Learning Trust Privacy Notice for Trust Workforce

Last updated: January 2021

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)
- 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.

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

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 share workforce data with the Department for Education (DfE) on a statutory basis.

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:

Rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Erase - You have the right to ask us to erase your personal information in certain circumstances.

Restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

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 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.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>