



Education Learning Trust Multi Academy Trust

Privacy Notice

Workforce

2025/2026

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1. Policy Statement

Providing accessible information about the use of personal data is a key element of the Data Protection Act 2018 and UK GDPR. This notice explains how we collect, use, and protect your personal data as a member of our workforce.

The Education Learning Trust is a data controller for the purpose of the UK General Data Protection Regulation (UK GDPR). This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our schools.

2. Collection and Use of Data

We collect and use workforce data to:

- enable individuals to be paid
- to deduct tax and National Insurance contributions
- Liaising with pension providers
- facilitate safe recruitment
- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- support effective performance management
- enable ethnicity and disability monitoring
- ensure equal opportunities and treatment
- produce the Single Central Record
- monitor the security of the school sites to ensure the safety and wellbeing of staff, pupils and visitors
- safeguard individuals
- produce staff ID passes
- inform disciplinary/capability cases
- to check DBS status
- monitor attendance and sickness

3. The Information we Process

This includes:

- personal information (such as name, date of birth, 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)
- finance information (such as pension details, banks details, HMRC declarations, employee benefits)
- medical information (such as health data, occupational health referrals)
- disclosure and barring information
- images and video footage (CCTV)
- performance management

We may also collect your address, emergency contact details, payroll information, and employment references.

There may also be circumstances where we need to use information in relation to legal claims, or to protect vital interests and where employees are unable to provide their consent.

4. Why We Collect Workforce Data

Our processing is carried out in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. For special category data, we rely on Article 9(2) of UK GDPR, including explicit consent, vital interests, legal claims, and public health. We only collect and use personal information about our workforce when the law allows us to.

Most commonly, we use it where we need to:

- fulfil a contract we have entered into
- comply with a legal obligation
- perform an official task in the public interest

Less commonly, we may also use personal information about our workforce where:

- Staff have given us consent to use it in a certain way

We collect personal information from individuals directly, including application forms, starter paperwork, staff contract forms, consent forms, and data collection exercises.

We collect personal information via the individual staff members/Governors, Local Authority, HR services, previous employers, and DBS department. Workforce data is essential for the school's / local authority's operational use.

Whilst the majority of personal information provided to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform staff at the point of collection, whether they are required to provide certain information to us or if they have a choice in this.

We process your data under the UK GDPR, Data Protection Act 2018, and the Data (Use and Access) Act 2025, relying on lawful bases including contract, legal obligation, public interest, and recognised legitimate interests.

5. Storing Information

We hold staff data securely for the set retention periods for personal data are set out in our Records Management Policy, which is reviewed annually in line with DfE guidance.

For more information on our Data Retention Policy and how we keep your data safe please contact dpo@educationlearningtrust.com

6. Sharing Information

We routinely share this information with:

- our local authority e.g. Stockport Metropolitan Borough Council (SMBC), Cheshire East Council, Tameside and Manchester City Council
- the Department for Education (DfE)
- the DBS service
- appropriate pension funds administrators
- Ofsted
- appropriate bodies for ECTs
- external training providers (CPD)
- contractors, such as payroll providers, to enable them to provide an effective service to the school and government agencies such as HMRC and DWP regarding tax payments and benefits
- our professional advisors including legal and HR consultants
- all schools in the ELT

There may be circumstances in which we may lawfully share personal data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

Where personal data is transferred outside the UK, we ensure appropriate safeguards are in place in accordance with UK GDPR and DUAA 2025.

Why we share school workforce information

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

Local authority

We are required to share information about our workforce members with our local authority e.g. SMBC, Cheshire East Council, Tameside Council, Manchester City Council under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

The Council commit to only using the data for the purposes which correspond with their statutory duties and will not pass this information onto any third parties without specific agreement.

Data will be transferred electronically by an agreed appropriate secure data transfer mechanism, complying with data security under the General Data Protection Regulation, such as encrypted files via the internet, SIMS or the DfE COLLECT system, where appropriate. Information is primarily shared with the Local Authority via secure email, uploaded onto Office Online or via Royal Mail.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. 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.

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.

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental 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

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Sharing by the DfE

The 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 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 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
- 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.

To contact DfE: <https://www.gov.uk/contact-dfe>

Data is also shared under the pension scheme with GMPF: [Data protection - GMPF](#)

7. Requesting Access to your Personal Data

Under data protection legislation, staff have the right to request access to information about them that we hold. To make a request for your personal information, please contact dpo@educationlearningtrust.com or alternatively you can view our Subject Access Policy.

Staff also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

You may have additional rights under the Data Use and Access Act (DUAA 2025), including rights relating to automated decision-making and data portability. Under the Data (Use and Access) Act 2025, you may request access to your personal data. We will conduct reasonable and proportionate searches and may pause the response period ('stop-the-clock') if clarification is needed.

If you feel it necessary to do any of the above, you can speak with our Data Protection Officer on **0161 757 9333** or email at **DPO@educationlearningtrust.com**. The school does not have to meet all of your requests and we will let you know where we are unable to do so. Alternatively, contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

8. Contact us

If you would like to discuss anything in this privacy notice, please contact:
dpo@educationlearningtrust.com

9. Complaints

If you have concerns about how your data is handled, you may use our internal complaints procedure. We aim to respond within 30 days. If you remain dissatisfied, you may escalate your complaint to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: <https://ico.org.uk/global/contact-us/>