Partnership Learning

Partnership Learning and Its Schools

Workforce / Staff Privacy Notice

(How we use personal data relating to our workforce)

This privacy notice explains how Partnership Learning and its schools collect, use and protect personal data relating to members of our workforce.

For the purposes of data protection law, Partnership Learning and its schools act together as joint data controllers.

1. Policy Statement

During your time with us, we will gather and use personal data relating to you.

“Personal data” means information that identifies you.

“Processing” means collecting, recording, storing, sharing, using or deleting personal data.

We may retain certain information after your employment has ended in accordance with legal and regulatory requirements.

We comply with the following legislation:

- UK General Data Protection Regulation (UK GDPR).
- Data Protection Act 2018.
- Data Use and Access Act 2025.

2. What Information Do We Process About Our Workforce?

We may collect, hold and use the following information:

Personal Information:

- Name, address and contact details.
- Employee or teacher number.
- National Insurance number.

- Emergency contact details.

Contract and Employment Information:

- Start dates, roles and salary information.
- Bank or building society details.
- Hours worked and post information.
- Pension arrangements.

Work Absence and Health Information:

- Absence records and reasons (including health information).
- Holiday records.
- Occupational health assessments.

Performance and Conduct Information:

- Appraisals and performance reviews.
- Performance management records.
- Disciplinary or grievance records.
- Training and qualifications.

Other Information:

- Criminal records information (including DBS checks).
- References received or provided.
- Time and attendance records.
- CCTV footage and access control records.

3. Special Category Personal Data

In certain circumstances, we may process sensitive personal data, including:

- Gender and age.
- Ethnic group.
- Religious or similar beliefs.
- Political opinions.
- Trade union membership.
- Health information.
- Genetic or biometric data (where lawfully processed).

4. Where Do We Obtain Your Information From?

We may obtain information from:

- You directly.
- Previous employers.
- HMRC and regulatory authorities.
- Disclosure and Barring Service (DBS).
- Trade unions.
- Insurance and benefit administrators.
- Recruitment or vetting agencies.
- Automated monitoring of IT systems (where lawful and proportionate).

5. Why Do We Use This Information?

We process workforce data to:

- Comply with employment law obligations.
- Administer employment contracts.
- Process salary and benefits.
- Deduct tax and National Insurance.
- Conduct performance management.
- Ensure safeguarding and safe working practices.
- Fulfil equality and non-discrimination duties.
- Develop workforce planning and retention strategies.

6. Use of Digital Systems and AI

In line with the Data Use and Access Act 2025:

- Data use must be transparent and proportionate.
- Automated systems will not make significant employment decisions without appropriate human oversight.
- Monitoring systems are used lawfully and proportionately.
- Third-party providers must meet strict compliance and security standards.

7. Failure to Provide Information

If required information is not provided, we may be unable to fulfil contractual obligations or comply with our legal duties as an employer.

8. How Long We Keep Information

We retain workforce information only for as long as necessary. Retention periods follow legal requirements and the Information and Records Management Society (IRMS) Schools Retention Schedule.

9. Who We Share Information With

We may share information with:

- Department for Education (DfE) and ESFA.
- Payroll providers.
- HMRC and DWP.
- Pension providers.
- Professional advisors (legal and HR consultants).
- Regulatory and safeguarding bodies where required.

10. Your Rights

You have the right to:

- Request access to your personal data.
- Request rectification of inaccurate data.
- Object to certain processing.
- Request restriction of processing.
- Object to automated decision-making.
- Request data portability (where applicable).
- Seek compensation in certain circumstances.

11. Concerns or Complaints

If you have concerns about how your personal data is used, please raise this in the first instance using the dedicated complaints form available on the Partnership Learning website.

Alternatively, you may contact:

- Partnership Learning Data Protection Officer (DPO)
- Email: dpo@partnershiplearning.com

If you remain dissatisfied, you may contact the Information Commissioner's Office (ICO):

- Website: https://ico.org.uk
- Telephone: 0303 123 1113