PRIVACY NOTICE FOR THE WORKFORCE

Policy Approved: May 2026
Policy Renewal: May 2027

Reviewed by the SLT MAT Board

"The Trustees of the Southport Learning Trust are committed to safeguarding and promoting the welfare of children and young people at every opportunity and expect all staff and volunteers to share this commitment"

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1. Privacy Notice (How we use workforce information)

Southport Learning Trust collect, hold, use and share information about our workforce. This is known as "personal data" and you have rights around that data, including knowing how and why we are processing the data. "Processing" data means everything from collecting, to storing, using, sharing and disposing of it. The Trust workforce includes all those employed to teach, or otherwise engaged to work, either on a paid, contracted or voluntary basis, at the Trust.

For the purposes of Data Protection legislation, the Trust is a data controller and is registered as such with the Information Commissioner's Office.

2. The categories of Trust workforce information that we process

The categories of workforce information that we process include:

- personal information (such as name, address, employee or teacher number, national insurance number)
- characteristics such as ethnicity, language, religion and identity*
- equalities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief*
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons) and relevant medical information*
- qualifications (and, where relevant, subjects taught)
- photographic and CCTV records
- information about medical or health conditions, including whether you have a disability for which the Trust needs to make reasonable adjustments*
- details of trade union membership if you pay your subscriptions through payroll*
- next of Kin and emergency contact details
- Related parties'/close family members' interests where required by the Academies Accounts Direction from the Department for Education
- Teacher reference number (TRN)
- recruitment information including right to work documentation, confidential references, application and/or CV
- checks made regarding online presence including social media searches
- performance information
- information relating to grievance and/or disciplinary procedures
- your use of Trust devices and networks as part of our safeguarding procedures
- biometrics for catering services* – more information about this can be found in our Protection of Biometric Information document
- information about any criminal convictions, offences, cautions and prohibitions. This information may have come from other organisations including former employers, Teacher Regulation Agency, social services and the Disclosure & Barring Service.*

Items marked with an asterisk * are particularly sensitive and so are known as special category or criminal offence data. This includes data that the Department for Education advises we treat as special category.

Some of the legal conditions for processing special category and criminal offence data require us to have an Appropriate Policy Document (APD') in place, setting out and explaining our procedures for securing compliance with the data protection principles and to have policies regarding the retention and erasure of such personal data. This document is our Special Category Data Policy Document and should be read alongside this Privacy Notice.

3. Why we collect and use workforce information

We use workforce data to:

- 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
- facilitate safer recruitment (e.g. by carrying out criminal records checks and requesting references)
- support effective performance management
- allow better financial modelling and planning
- support the management of absence
- photographic images for identification purposes (safeguarding), and celebration purposes (to record work, classes and Trust events)
- to meet our statutory duties
- for site safety and security
- to protect public monies against fraud
- to detect and prevent crime and combat fraud
- to streamline systems

Under the UK General Data Protection Regulation (UK GDPR), the legal basis for processing your personal information include:

- Article 6(a) – Your consent (for any processing which does not fall into the other bases explained below)
- Article 6(b) Contract (your contract of employment)
- Article 6(c) - Compliance with our legal obligations

In particular, but not exclusively:

> Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

> Keeping Children Safe in Education (statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002 etc)

> Equality and Health & Safety legislation.

- The Academy Trust Handbook and the Academy Accounts Direction from the Department for Education.
- Article 6(d) - Being necessary for us to protect your, or someone else's, Vital Interests (potentially lifesaving)
- Article 6(e) – Carrying out tasks in the Public Interest.
- Article 6(f) – For legitimate Interests

The ways we collect and use *sensitive* workforce information are lawful based on Articles 9 and 10 of UK GDPR. Please see our Special Category Data Policy document for full details of these lawful bases for processing this data. Where we are processing your personal data with your consent, you have the right to withdraw that consent.

3.1 Marketing Purposes

Where you have given us consent to do so, we may send you marketing information by text message or email promoting Trust events, campaigns and or charities. You can withdraw this consent at any time by contacting us (see the Contacts section).

3.2 Automated decision making & profiling

We do not currently process any personal data through automated decision making or profiling. Should this change in the future, privacy notices will be updated to explain both the processing and your right to object to it.

We may use our authorised artificial intelligence (AI) tools to help us review and analyse written information that individuals provide to us. This may include identifying themes, patterns or areas of interest within the responses we receive. The AI does not make decisions about individuals, and any analysis is always reviewed and interpreted by staff.

4. *How we collect workforce information*

We collect this information in a variety of ways. For example, data is collected through application forms, obtained from your passport or other identity documents such as your driving licence, from forms completed by you at the start of or during employment (such as pension benefit nomination forms), from correspondence with you, or through interviews, meetings or other assessments, self-certification forms [medical], Fit Notes, images provided by individuals or taken using Trust photographic equipment, local authorities, previous employers, NHS, law enforcement agencies e.g. police, the Disclosure and Barring Service and the Department for Education [DfE].

We sometimes record audio/ video record sessions/lessons/assessments for pupil or staff development and assessment. We may also record telephone calls for staff training, development and monitoring purpose. This will generate personal data including staff images, names, contributions, and will be protected, processed and retained in the same way as all personal data, in line with the Trust Data Protection Policies and in accordance with our other policies including Acceptable Use, Off Site Working and Bring Your Own Device policies, as well as our Retention Schedule. Recordings in these circumstances will be carried out in line with our HR policies.

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. We will inform you at the point of collection, whether you are required to provide certain information to us and your rights in relation to this.

5. **How, where and for how long we store workforce information**

We store pupil and family information securely on the Trust IT network within our Management Information Systems (Arbor or SIMS). Arbor is a cloud-based system which conforms to ISO 9001, ISO 27001 and Cyber Essentials standards. SIMS is installed within the host schools and is managed by the local IT Team. Both systems utilise encryption to safeguard data. Data sharing with third parties is kept to the minimum required to perform school functions. Secure storage is provided for paper-based records.

6. **Who we share workforce information with**

We routinely share this information with:

- our Local Authority (particularly in relation functions related to HR, payroll and Criminal Records checks)
- our Governing Body
- our Insurance Provider
- the Department for Education (DfE) inc. the Teaching Regulation Agency
- HMRC
- The Disclosure and Barring Service
- Employers where references are requested – we will always mark these as confidential
- Law enforcement agencies e.g. police
- External systems used by the Trust to carry out day to day processes and requirements. For example, and not limited to; MIS systems, HR platforms and HR Finance, Communication system, Payment system (inc. Catering Payment system), Progress Checking/Assessment Tracking system, IT Provider, Cloud storage, Microsoft, Google Classrooms, Website, Accident system, Booking systems (e.g., parents evening), Curriculum Programmes e.g., Learning platforms, Homework, Library, School Photographer, Social Media, Alternative Provisions, Trips, Careers Advice, Exam boards etc.

Your personal information may be transferred outside the UK and the European Economic Area ('EEA'), including to the United States. Where information is transferred outside the UK or EEA to a country that is not designated as "adequate" in relation to data protection law, the information is adequately protected by

the use of International Data Transfer Agreements and security measures, and other appropriate safeguards. For more information on international transfers, please contact us at the details below.

7. Freedom of Information Act and Environmental Information Regulations 2004

As a public body, our Trust is subject to requests made under the above legislation. Therefore, we have a legal obligation to process any personal data we hold when considering requests under these laws. For example, we may receive a request asking about numbers of staff with particular levels of professional qualification.

However, we will never disclose personal data in our responses to these requests where to do so would contravene the principles of data protection.

8. Why we share 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.

8.1 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) (England) Regulations 2007 and amendments.

This may include, inter alia matters relating to the following: -

- payroll,
- contracts,
- Occupational Health

8.2 Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Trust Central Office, or the Data Protection Officer.

You also have the right to:

- be informed about the collection and use of your personal data.
- rectification, i.e. to have inaccurate personal data rectified, or completed if it is incomplete.
- erasure, often known as the 'right to be forgotten'; however, this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- restrict processing, although, as above this is a limited right.
- object; though other than for marketing purposes, this is also limited as above.
- Where we rely on your consent to process your data, you have the right to withdraw that consent. If you do change your mind, or you are unhappy with our use of your personal data, please let us know, our contacts are in section 2.14 at the end of this document.
- You also have rights in relation to automated decision making and profiling, though these are not currently relevant
- Finally, the right to seek redress, either through the ICO, or through the courts.

If you make a request, we will keep a record of the request and any personal data supplied for a suitable period after its fulfilment, in order to deal with any questions, you, your representatives or regulators may have about it.

9 How Government uses your data

We share personal data with the Department for Education (DfE) on a statutory basis. We are required to share information about our Trust employees with the Department for Education (DfE) under 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.

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

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

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the Trust workforce
- links to Trust funding and expenditure
- supports 'longer term' research and monitoring of educational policy.

For privacy notices and further information relating to how the DfE collects, holds and uses your personal information please visit:

Personal information charter - Department for Education - GOV.UK

For all information relating to how the DfE uses your information please visit:

Privacy information: education providers' workforce, including teachers - GOV.UK

For all information related to the retention periods for data processed by the Department for Education (DfE) please visit:

DfE retention schedule - GOV.UK

9.1 Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

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.

9.2 Sharing by the Department

The Department may share information about Trust employees with third parties who promote the education or well-being of children or the effective deployment of Trust 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.

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

The DfE provides a formal process for external organisations to apply for access to certain types of personal data it holds. Depending on the nature of the request, access may be provided through the Office for National Statistics Secure Research Service (ONS SRS), the UK Data Service (UKDS), or directly by the DfE where data cannot be shared via those routes. The DfE will only share personal data when strict legal and data protection requirements are met, and in many cases, data is first de-identified by accredited processors such as the ONS or UK Data Service before being made available. Applicants must demonstrate a clear purpose, satisfy security and lawful basis requirements, and comply with the DfE's data sharing arrangements. More information about how organisations can apply for DfE-held personal data, including the available routes and eligibility criteria, is available at: https://www.gov.uk/guidance/apply-for-department-for-education-dfe-personal-data.

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority Sefton Council Privacy Policy
- the DfE website at https://www.gov.uk/data-protection-how-we-collect-and-share-research-data and https://www.gov.uk/government/publications/dfe-external-data-shares

If you are unable to access these websites, please contact: [insert details]

9.3. How to find out what personal information DfE hold about you

Under the terms of the UK GDPR, you are 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 are 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's 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 DfE: https://www.gov.uk/contact-dfe

10 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 May 2026.

11 Contacts

If you have a concern about the way we are collecting or using your personal data or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance. For more details, please see annexe 6 of the Data Protection Policy.

Please contact the Trust Central Office, Data Protection Manager: dpo@southportlearningtrust.org

Data Protection Officer	Education Data Hub (Data Protection),
DPO Email:	dpforschools@derbyshire.gov.uk
DPO Phone:	01629 532888
DPO Address:	County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

For DfE: Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT.

Website: www.education.gov.uk
https://www.gov.uk/contact-dfe
Email: http://www.education.gov.uk
Telephone: 0370 000 2288

For Sefton Council: Sefton Council Data Protection

If, however, you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number ZAZ7690le and stating that the Data Controller is Southport Learning Trust.

Information Commissioners' Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
Fax: 01625 524 510

Website: https://ico.org.uk/concerns/