



## PRIVACY NOTICE - WORKFORCE

| Document Details |   |
|------------------|---|
| Policy author    | Director of Governance and Compliance   |
| Authorised By    | <b>Trust board</b> <i>The board delegates the approval of Privacy notices to the Director of Governance and Compliance who is responsible for ensuring the policy complies with all legal requirements and aligns with the trust's objectives. Any substantive changes to the policy must be reported to the board at the next meeting.</i> |
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## Version History

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|-------|----------------|---|
| v25.1 | September 2025 | Within the 'How government uses your data' section, the 'Sharing by the DfE' section has been updated based on current wording used within the DfE model privacy notice.  |
| V24.2 | August 2024    | <p>Amendments to DfE model staff privacy notice applied within this template as follows:</p> <p><b>Why we share school workforce information</b><br/>Added in a link to view the DfE's privacy notice.</p> <p><b>Requesting access to your personal data</b><br/>Updated the wording to match the DfE description of the data protection rights individuals hold and that there may be legitimate reasons why an information request may be refused.</p> <p><b>How Government uses your data – Sharing by the DfE</b><br/>Added in a link to view the DfE's privacy notice and added in a link to view organisations that the DfE shares data with.</p> <p><b>How Government uses your data – How to find out what data the DfE holds about you</b><br/>Added in additional link to where individuals can find out more about submitting an information request to the DfE.</p> |
| V24.1 | June 2024      | <p><i>Added in reference to information sharing in an employee medical or mental health emergency in the following sections:</i></p> <ul style="list-style-type: none"> <li>- <i>Why we collect and use workforce information</i></li> <li>- <i>Who we share workforce information with</i></li> <li>- <i>Why we share school workforce information</i></li> </ul>  |
| V22.3 | August 2023    | <i>Amendments to DfE model staff privacy notice applied within this template.</i>   |
| V23.1 | October 2022   | <i>Amendments to DfE model staff privacy notice applied within this template.</i>   |

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## Privacy Notice (How we use school workforce information)

This privacy notice explains how we collect, process and manage information for the school workforce. That includes employed members of staff, volunteers, trainee teachers, apprentices and work experience/workplace placements. [Hope Learning Community](#) is the data controller for the use of personal data in this privacy notice.

### The categories of school workforce information that we collect and process

These include:

- 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)
- medical information
- other personal information
- references

This list is not exhaustive, to access the current list of categories of information we process please see [hopelearningcommunity.org.uk](http://hopelearningcommunity.org.uk)

### Why we collect and use workforce information

We share information to comply with statutory, regulatory and contractual obligations. These may include, but are not limited to:

- improving the management of workforce data across the sector enabling development of a comprehensive picture of the workforce and how it is deployed
- pay salaries and pension contributions
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- supporting the work of the School Teachers' Review Body
- comply with guidance such as 'Working Together' and safeguarding obligations
- facilitating good governance
- internal reviews and quality monitoring
- CPD and staffing issues
- Fulfilling our duty of care towards our workforce during a medical or mental health emergency

If we are required to comply with other legal obligations not listed above, we will share data only when it is lawful to do so.

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

## The lawful basis on which we process this information

We must make sure that information we collect and use about our workforce is in line with the [UK General Data Protection Regulation \(UK GDPR\)](#). This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect and process information comes from a variety of sources, such as [Article 6](#) and [Article 9](#) of the UK GDPR and the [Safeguarding of Vulnerable Groups Act 2006](#). We also have obligations to organisations such as HMRC and the Department of Work and Pensions.

## Collecting workforce information

We collect personal information via pre and post-employment forms completed by the individual, referees supplied by the individual, the DfE website and the websites of other regulated bodies in relation to teaching (and other) professionals. Workforce data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us 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.

## Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [hopelearningcommunity.org.uk](https://hopelearningcommunity.org.uk)

## Why we share school workforce information

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

## Who we share workforce information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- safeguarding and protection for children and vulnerable adults
- payroll services
- legal advisers
- insurance providers
- HMRC
- Teacher Pension Scheme and the Local Government Pension Scheme (and other pension providers)
- health professionals including the emergency services

## **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.

## **Department for Education (DfE)**

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 (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 the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government Uses Your Data' section of this privacy notice.

For privacy information on the data the Department for Education (DfE) collects and uses, please see: <https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>.

Data protection law allows us to share personal information in an urgent or emergency situation, including to help prevent loss of life or serious physical, emotional or mental harm. During a medical emergency, including a mental health emergency, where there is risk of serious harm to one of our workforce or to others we will share necessary and proportionate information without delay with relevant and appropriate emergency services or health professionals. We may also share necessary and proportionate information with an employee's next of kin or emergency contact. We will use our judgement in each specific situation, sharing only what is necessary and proportionate to the circumstances.

## **Safeguarding and protection for children and vulnerable adults**

We share information with the LADO in relation to safeguarding allegations, as required. In certain circumstances, we are also required to share information with the Police. In cases where individuals are barred from teaching or working in a school, we share details with the DBS Service. We share this information under a legal duty to report allegations under the Southend, Essex & Thurrock (SET) Procedures and in line with Keeping Children Safe in Education (KCSIE).

## **Our Payroll Provider**

If you are in paid employment with the Hope Learning Community Trust, we share personal data including bank details with our payroll provider in order that we can make financial remuneration through an automated 4 system.

## **Our Legal Advisers**

We share information with our legal advisers in relation to legal matters, as required. This may be in relation to the drafting of legal agreements (beyond normal workforce contracts), such as settlement agreements and tribunal information.

## **Our Insurance Providers**

We share information with our insurance providers as required, in relation to specific insurance claims.

## HMRC

We have a legal obligation to share details for paid employees with HMRC, so that tax and National Insurance payments can be made. We are legally required to ensure that all employees and volunteers have the right to work in the UK. We may be required to share certain details relating to individuals in response to HMRC spot checks.

## Health Providers

The trust reserves the right to refer paid employees to its Occupational Health provider, where it is considered that this may prove beneficial. In such circumstances, employees will be provided with a copy of the information shared

## Our Database Contractor

We store (and therefore share) data about you including personal and contractual information with our database provider. This allows us to hold your information in a secure way which complies with data protection requirements. It also allows us to fulfil our statutory requirements to share your data with the DfE, as explained above, in the safest and most efficient way.

## Our Pension Providers

We share your data with the relevant pension provider; Teachers' Pensions for qualified teaching staff and The Local Government Pension Scheme for all other employees. This happens automatically upon employment with the Trust through the 'Automatic Enrolment' requirement placed on schools. However, you have the right to 'opt out' without any payments being made should you decide to do so and this is explained to you on employment.

## The Academies Trust Handbook

We are required to share information about individuals in governance roles with the (DfE) under the requirements set out in the Academies Trust Handbook. All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework. For more information, please see 'Trustees/LAC members: How the Government uses your Data'

## 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

**HLC Trust Data Protection Officer for HLC Trust** (sub-contracted)

SBM Services (uk) Ltd Park Lane Langham,

Colchester Essex CO4 5WR

Telephone: 01206 671103

or care of the **registered office of Hope Learning Community:**

Market Field School

School Road Elmstead Market

Essex CO7 7ET.

Telephone: 01206 825195

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called ‘right to be informed’.
- the right to ask us for copies of personal information we have about you – this is called ‘right of access’, this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’.
- the right to ask us to delete your personal information – this is called ‘right to erasure’
  
- the right to ask us to stop using your information – this is called ‘right to restriction of processing’.
- the ‘right to object to processing’ of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- The right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- The right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- The right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>.

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.

## 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 the data protection lead on 01206 825195

## 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 on February 2026

## Further information

If you would like to discuss anything in this privacy notice, please contact the data protection lead on 01206 825195

## More information about Data Protection and our Policies

How we manage the data and our responsibilities to look after and share data is explained in our Data Protection policy and connected policies which are also available on our website.

## How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs 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 of Education (DfE) holds 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>.

