

## Privacy Notice (How we use workforce information)

### The categories of school information that we collect, process, hold and share 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 dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- address and phone number
- next of kin
- work email
- relevant medical information
- bank details

### 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
- enable cloud services such as those required for teaching and learning, e.g Office 365

### The lawful basis on which we process this information

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

for the purposes of statutory data collection for the School Workforce Census in accordance with the legal basis of the Government on an annual basis. [GDPR - Article 6](#). Information can also be found on <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. In addition, concerning any special category data:

- health and attendance conditions of [GDPR - Article 9](#)

### Collecting workforce information

We collect personal information during recruitment to inform staff contracts and routinely via Data Collection sheets.

Workforce data is essential for the Trust's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you 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, usually for the term of employment plus six years in paper/electronic format. This might be kept for longer, such as litigation hold requests.

## Who we share workforce information with

We routinely share this information with:

- Stoke-on-Trent City Council – the chosen payroll provider for United Endeavour Trust
- Orovia – our budget planning software provider
- Schofield Sweeney LLP– our HR advisory service
- The Department for Education (DfE) – statutory returns as detailed below
- You at Work (only for those existing staff who subscribe to Childcare vouchers)
- The Academy websites and Trust websites.
- Cloud service providers
- Hays Training Portal

## 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.

### Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings via various statutory data collections. We are required to share information about our children and young people and workforce with the DfE.

This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

We are required to share information about our pupils and staff 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 under a combination of software and hardware controls which meet the current [Security policy framework: protecting government assets - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/security-policy-framework-protecting-government-assets). For more information please see “How Government uses your data” section.

## 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 Head of HR, United Endeavour Trust, Ostend Place, Newcastle under Lyme ST5 2QY.

You also have the right:

- To ask us for access to information about you that we hold
- To have your personal data rectified, if it is inaccurate or incomplete

- To request the deletion or removal of personal data where there is no compelling reason for its continued processing
- To restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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 [Information Commissioner's Office \(ICO\)](#)

## How Government uses your data

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

- Informs the 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 DfE including the data that we share with them, go to [Data collection and censuses for schools - GOV.UK \(www.gov.uk\)](#)

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Mrs Sophie Dutton-Johnson is the Data Protection Officer. Her role is to oversee and monitor the Trust's data protection procedures, and to ensure they are compliant with GDPR. The data protection officer can be contacted on 01782 367650 or [DPO@uetrust.org](mailto:DPO@uetrust.org).

United Endeavour Trust are committed to protecting your data. In order to do this effectively and to be compliant with GDPR we will review and update this Privacy notice when necessary.

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Head of HR, United Endeavour Trust, Ostend Place, Newcastle under Lyme ST5 2QY.  
Tel: 01782 973017