



The Villages' Multi-Academy Trust

Privacy Notice for the School Workforce

Policy adopted from	The National College
Date of Review	3 rd February 2026
Date of Next Review	3 rd February 2029
Approved by	Audit & Risk Committee
Chair	<i>S Salisbury</i>

The Villages' Multi-Academy Trust

GDPR Privacy Notice for the School Workforce

Trusts and schools have a duty to inform their workforce of how they process the data that is in the school's control – this should be done through providing the workforce with a privacy notice.

The categories of Trust / school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number, and contact details.)
- special categories of data including 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)
- medical information
- home address and contact details
- banking details
- next of kin
- previous work history
- previous education history
- previous names (if applicable)
- references
- DBS certificate number(s)

This list is not exhaustive.

Why we collect and use this information

We use school 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

The lawful basis on which we process this information

We process this information under Article 6 from the GDPR – Consent, Performance of a Contract, legal obligation, vital interests, public task, legitimate interests and for special category data, we also rely on the following conditions under Article 9 of the UK GDPR: a duty of care regarding Health.

Collecting this information

We collect this information through application forms, reference forms, staff contract form, medical information forms, annual contact information forms, DBS applications and certificates.

Whilst most of the information you provide to us is mandatory, some of it is provided to us on a voluntary and consensual basis. To comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

School Workforce Data is retained in accordance with the Records Management Policy and information is only kept for as long as is lawfully necessary. For more information about how we securely store your information, please see the school's Data and Cyber-security Breach Prevention and Management Plan, which can be found within the Policies folder on the intranet.

Who we share this information with

We routinely share this information with:

- our local authority (for purposes of payroll)
- the Department for Education (DfE)
- the Teachers Pension Scheme
- Local Government Pension Scheme (support staff)

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.

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 DfE collects personal data from educational settings and LAs via various statutory data collections. We are required to share information about you with the DfE under for the purpose of these data collections.

We are required to share information about our school employees with the DfE section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework, which can be found by following the link below:

<https://www.gov.uk/government/publications/security-policy-framework>

Data collection requirements

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

- Informs the DfE's 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.

You can find more information about the data collection requirements placed on us by the DfE by following this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To have 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.

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>

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

You can also contact the DfE directly using its online contact form by following this link:

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

Pension funds

We share data with the pension funds, (either the Teachers' Pension Scheme, or the LA Pension Fund), to allow accurate records to be kept of your pension entitlement.

This information is necessary to ensure they hold the correct data for the administration of the scheme as outlined in the scheme regulations, which can be found in the Teachers' Pension Scheme Regulations (<https://www.teacherspensions.co.uk/public/legal.aspx>) or in the LGPS Pension Regulations (<https://www.lgpsregs.org/>).

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.

- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we hold about you, please contact the Data Protection Officer (DPO) who is the Headteacher at school.

If you are concerned about the way we are collecting or using your information, please raise your concern with the DPO the first instance. You can also contact the ICO at <https://ico.org.uk/concerns>.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the **DPO**.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on **12th May 2023**.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact **the DPO**.

If you would like to discuss anything in this privacy notice, please contact **name of DPO** on **contact details**. If you require further information about how we and/or the DfE store and use your personal data, please visit our website, **school website link**, the Gov.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download our **Data Protection Policy** and **Records Management Policy** from **link**.

Reviewed 3rd February 2026

Declaration

I, **name of staff member**, declare that I understand:

- The categories of my personal information **name of school** collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school shares my information with the DfE, LA and other stated organisations.
- The school does not share information about me with anyone without my consent, unless the law and our policies allow the school to do so.
- My information is retained in line with the school's **Records Management Policy**.
- My rights to the processing of my personal information.

Name of staff member:

Signature of staff member:

Date:

For school use only