



## **GDPR PRIVACY NOTICE FOR EMPLOYEES**

for the Trust's workforce:  
*those employed to teach or are otherwise engaged to work at the Trust*

<b>Date of approval by the Trust Board</b>	<b>15 October 2025</b>
<b>Review cycle</b>	<b>Annual</b>

Alternative Learning Trust ('the Trust') is the Data Controller for the purposes of the General Data Protection Regulation.

### **The categories of school workforce information that we collect, process, hold and share**

The categories of information that are collected, processed, held and shared about those employed or otherwise engaged to work at the school, include, but is not limited to:

- Personal information (such as name, address, employee or teacher number, national insurance number)
- 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 the number of absences and reasons)
- Qualifications and, where relevant, subjects taught
- Relevant medical information, including health check clearance and occupational health referrals
- Disclosure and Barring Service information
- Performance management and disciplinary information

### **Why we collect and use this Information**

We use the Trust's workforce data to:

- Enable a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Allow better financial modeling and planning
- Enable equalities monitoring

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

We will not give information about you to anyone without your consent unless the law and our policies allow us to. We collect and use personal data in order to meet legal requirements and legitimate interests set out under the UK General Data Protection Regulations (UK GDPR), including those in relation to the following:

- Article 6 and Article 9 of the UK GDPR
- Education Act 1996

### **Collecting this information**

Whilst the majority of data 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 whether you are required to provide certain school workforce information to us or if you have a choice in this.

## **Storing this information**

Personal data relating to the Trust's workforce is stored in line with the Trust's Document Retention Policy. In accordance with the UK GDPR, the Trust does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

## **Who we share this information with**

We share this information routinely with:

- The Department for Education (DfE)
- HR provider (Judicium Education)
- Payroll provider (Liberata)
- DBS provider (the provider relevant to the individual schools)
- Pension provider (Local Government Pension Scheme and Teachers Pension)
- External companies who provide services such as text/e-mail messaging, on-line payments, etc.

## **Why we share school workforce information**

We will not give information about you to anyone without your 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**

We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding/ expenditure and the assessment educational attainment.

## **Data collection requirements**

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

- Informs the 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

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, follow the link below:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The Department 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/dfе-external-data-shares>

To contact the Department for Education: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under UK GDPR, 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's Data Protection Officer (Emma Bradshaw).

### **What are your rights?**

You have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office on 03031 233 333, Monday to Friday 9.00 am – 5.00 pm or at <https://ico.org.uk/concerns/>

## **Further Information**

If you would like to discuss anything in this Privacy Notice, please contact the Data Protection Officer [ebadshaw@alternativelearningtrust.org](mailto:ebadshaw@alternativelearningtrust.org) or telephone number 020 8652 1150.

**Person responsible for updating this policy:**

**Chief Executive Officer/Data Protection Officer**