



Policy: Privacy Notice for Employees

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Person responsible for policy: Stephen Dean, Chief Executive Officer

Authorised by: Board of Trustees

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This policy applies to all schools within the Primary QuEST Multi-Academy Trust. Primary QuEST is a Church of England Trust which seeks to ensure all pupils flourish, together in a supportive and caring environment.

Flourishing together through LIFE

Privacy Notice for Employees

1. Introduction

- 1.1. Information (or 'data') about you is valuable and needs to be protected to ensure it doesn't end up with someone who might exploit their access to your information. You can expect the Trust to protect your data and this document sets out how we do that and what rights you have in respect of the information we hold about you.

2. Why do we need to hold data about you?

- 2.1. We use the information we hold about you to:
- Record your contract of employment and ensure you are paid and taxed correctly;
 - Record your membership of any pension scheme and ensure employer and employee contributions are correctly paid;
 - Contact you or your named contacts at home should we need to;
 - Provide the Department for Education (DfE) with workforce data to:
 - enable the development of a comprehensive picture of the workforce and how it is deployed;
 - inform the development of national recruitment and retention policies.
 - To meet any other legal obligations for data sharing we have including:
 - The Trust's Master Funding Agreement with DfE and the Academies legal framework;
 - Safeguarding Vulnerable Groups Act 2006;
 - The Childcare (Disqualification) Regulations 2009.

3. What types of information do we hold about you?

- 3.1. Information about you which we routinely collect and store (and share with others when required or appropriate) is made up of:
- personal information (such as name, address and contact details, employee or teacher number, national insurance number and a photograph);
 - special categories of data including characteristics information such as gender, age, ethnicity and medical details where necessary;
 - safeguarding information such as your DBS check history;
 - declaration of interests
 - proof of your right to work in the UK where appropriate;
 - contract information (such as start dates, hours worked, post, roles and salary information);
 - pension scheme membership and service details;
 - absence information (such as number of absences and reasons);
 - qualifications (and, where relevant, subjects taught).
- 3.2. Employees are under an obligation to provide accurate information and to disclose all information relevant to their employment. Deliberate misrepresentation or non-disclosure of relevant information could result in disciplinary action.

4. How will we collect your data, where do we keep it and where and when do we destroy it?

- 4.1. Most of the basic information about you is collected on your initial employment by Primary QuEST. We are legally obliged to request most of this information but some is provided voluntarily and we explain why we are collecting this additional information on the forms we ask staff to complete.
- 4.2. Staff members' personal data are only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent and an explanation of why we need that information and what we will do with it at the time. This might be necessary if for example we need medical information from your GP.
- 4.3. Much of the information given to us on employment is transferred to our computerised administration and payroll systems and held securely on our computer network. Only colleagues who need to access your information can do so. Any paper records are also held securely.
- 4.4. We have specific guidelines about how long we retain your information for and you can request a copy of these if you wish. All personnel records about you will be deleted and paper records disposed of securely 7 years after you leave our employment. During your employment any paper records containing your personal data which are no longer required are shredded.

5. Will my data be given to anyone outside of Primary QuEST?

- 5.1. In some circumstances we share information about you with other organisations. Sometimes this is because we are required by law to do so and sometimes it is to ensure that you get the benefits you are entitled to.
- 5.2. Organisations that we routinely share data with are:
 - HMRC for tax and National Insurance (NI) purposes and statutory benefits such as maternity and sick pay;
 - The Teacher's Pension Scheme and Gloucestershire Local Government Pension Scheme so that your pension record is maintained and you receive the correct pension when you retire;
 - Occupational health providers should you need to be referred to one due to health issues affecting your employment;
 - Our external auditors who may request access to salary information to verify that payments are being made appropriately;
 - The DfE who carry out an annual workforce census so they have a national picture of staff employed in education.
- 5.3. The DfE collects and processes personal data relating to everyone employed in education under sections 113 and 114 of the Education Act 2005. 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 <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- 5.4. 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.
- 5.5. 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. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

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

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

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

5.8. On a discretionary basis we may share your data with anyone outside the Trust we have to have a legal agreement in place with them which includes them committing to handle your data securely while they need it and to dispose of it securely as soon as they don't need it any longer.

6. What if I want to know what data Primary QuEST holds on me or I have concerns about my data?

6.1. You have a legal right to request access to all the data that we hold about you. This is called a 'subject access request' and requests need to be made in writing to The Primary QuEST Data Controller. In most cases this is the school administrator in each school.

6.2. You also have the right to:

- Object to us processing any of your data if it is causing you distress (or is likely to do so);
- Have any incorrect personal data corrected or destroyed;
- Prevent us processing your data for the purposes of marketing things to you;
- Prevent us allowing automated systems to make decisions about you without a human being;
- Ask us for compensation if we breach any statutory Data Protection regulations.

7. Who looks after my data at the Trust?

7.1. Some colleagues process data about colleagues in their daily work but they can only access data that is necessary for them to do their jobs. All staff within Primary QuEST are aware of their obligations to keep personal data secure and the Trust has a Data Protection Policy which you can request a copy of if you wish to know more.

7.2. The Trust has a Data Controller within each school, who is responsible for overall data protection for that school within Primary QuEST. Please contact the school administrator in the first instance.

7.3. The Primary QuEST Trust also has a Data Protection Officer (DPO) who makes regular checks to ensure we are complying with current data protection legislation and best practice.

7.4. The Trust is registered with the Information Commissioner's Office (ICO) and if there is a significant data breach (i.e. the accidental or unlawful disclosure, alteration, loss or destruction of your personal data) we have to report this to them and we can be fined. We will also inform the employee of any significant data breach.

7.5. If you have any questions or concerns about the way we are collecting or using your personal data please contact Stephen Dean, CEO