

GDPR Privacy Notice for the Workforce – September 2026

1. Introduction

Exceed Learning Partnership ("the Trust", "we", "us", "our") is committed to protecting the privacy and security of the personal information we hold about our employees.

This Privacy Notice explains how we collect, use, store and protect your personal information throughout your employment with the Trust and after your employment ends. It also explains your rights under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

This notice applies to all employees of Exceed Learning Partnership.

Data Controller

Exceed Learning Partnership is the Data Controller for the personal information processed about employees.

If you have any questions about this Privacy Notice or how your information is handled, please contact:

Data Protection Officer (DPO)

Email: dpo@elp.org.uk

Telephone: **01709 805175**

Postal Address: Unit 6-9 Railway Ct, Ten Pound Walk, Doncaster DN4 5FB

2. Our Commitment to Protecting Your Information

We are committed to ensuring that your personal information is:

- processed lawfully, fairly and transparently;
- collected for specified, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary;
- accurate and kept up to date;
- retained only for as long as necessary;
- protected by appropriate organisational and technical security measures.

3. Why We Process Your Information

We collect and process personal information to:

- recruit and employ staff;
- administer contracts of employment;
- pay salaries and expenses;
- administer pensions and benefits;

- meet safeguarding obligations;
- comply with employment legislation;
- manage attendance and wellbeing;
- support professional development;
- manage performance;
- ensure health and safety;
- protect Trust property, systems and information;
- comply with statutory reporting requirements;
- prevent fraud and unlawful activity;
- defend or pursue legal claims where necessary.

Without certain personal information we may be unable to fulfil our legal obligations as your employer or continue your employment.

4. The Information We Collect

Depending upon your role we may collect and process the following categories of information.

Personal Information

This may include:

- full name;
- previous names;
- title;
- date of birth;
- home address;
- telephone numbers;
- personal email address;
- emergency contact details;
- next of kin details;
- National Insurance number;
- employee number;
- photographs for identification purposes.

Employment Information

Including:

- application forms;
- CVs;
- interview notes;
- references;
- employment history;
- qualifications;
- professional registrations;
- right to work documentation;
- visa information where applicable;
- contract details;
- salary information;
- payroll records;

- pension information;
- appraisal records;
- training records;
- disciplinary records;
- grievance records;
- capability records;
- attendance records;
- annual leave records.

Financial Information

Including:

- bank account details;
- tax information;
- student loan deductions;
- salary sacrifice arrangements;
- payroll information.

Special Category Information

Where necessary we process:

- health information;
- occupational health reports;
- disability information;
- information required to make reasonable adjustments;
- ethnicity;
- religion or belief;
- sex;
- sexual orientation (where voluntarily provided);
- trade union membership where relevant.

Criminal Offence Information

Where the role requires it we process:

- Disclosure and Barring Service (DBS) information;
- criminal conviction declarations;
- barred list checks;
- safeguarding information.

5. How We Collect Information

We obtain information directly from you throughout your employment.

We may also receive information from:

- previous employers;
- referees;
- the Disclosure and Barring Service (DBS);

- Occupational Health providers;
- HM Revenue & Customs;
- pension providers;
- the Department for Education;
- professional regulatory bodies;
- government agencies;
- training providers;
- benefit providers where applicable.

6. Our Lawful Basis for Processing

We only process your personal information where the law allows us to do so.

Our lawful bases include:

Article 6(1)(b) – Contract

Processing necessary to fulfil your contract of employment.

Article 6(1)(c) – Legal Obligation

Processing necessary to comply with legal obligations including employment, taxation, safeguarding, health and safety and education legislation.

Article 6(1)(e) – Public Task

Processing necessary for the Trust to carry out its public functions as an Academy Trust.

Article 6(1)(f) – Legitimate Interests

Processing necessary for legitimate organisational purposes, provided your rights and freedoms are not overridden.

Where we process Special Category data we rely on:

- Article 9(2)(b) – Employment and social protection law
- Article 9(2)(g) – Substantial public interest
- Article 9(2)(h) – Occupational health where appropriate

Criminal offence information is processed in accordance with Article 10 UK GDPR and Schedule 1 of the Data Protection Act 2018.

7. Who We Share Your Information With

We only share personal information where necessary and where there is a lawful basis for doing so.

Recipients may include:

- Department for Education (DfE);

- HM Revenue & Customs (HMRC);
- Teachers' Pensions;
- Local Government Pension Scheme;
- payroll providers;
- pension administrators;
- Occupational Health providers;
- Disclosure and Barring Service;
- safeguarding partners where required;
- auditors;
- legal advisers;
- insurers;
- regulatory bodies;
- software providers who process data on our behalf;
- government departments where required by law.

All organisations processing information on our behalf do so under a written agreement and are required to maintain appropriate security and confidentiality arrangements.

8. Department for Education

The Trust is required by law to provide workforce information to the Department for Education (DfE) through the annual **School Workforce Census**. This statutory data collection is carried out under the **Education (Supply of Information about the School Workforce) (England) Regulations 2007 (as amended)**.

The information provided helps the DfE to:

- monitor workforce trends;
- develop education policy;
- allocate funding;
- undertake research;
- produce official statistics.

The DfE may also share information with approved organisations where permitted by law for research and statistical purposes. Any such sharing is subject to strict legal and security controls.

Further information about the School Workforce Census is available from the Department for Education.

The Trust provides this information because it is required to comply with statutory education data collection requirements

9. International Transfers

Most of your information is processed within the United Kingdom.

Where information is transferred outside the UK, appropriate safeguards will be implemented in accordance with UK GDPR to ensure your information remains protected.

10. Keeping Your Information Secure

The Trust takes the security of your personal information seriously.

We have implemented appropriate physical, technical and organisational measures to protect information from accidental loss, unauthorised access, misuse, alteration or disclosure.

Access to employee information is restricted to staff who require it to perform their duties.

11. How Long We Keep Your Information

We only retain personal information for as long as necessary to fulfil the purposes for which it was collected.

Retention periods are determined in accordance with:

- the Trust's Records Retention Schedule;
- statutory requirements;
- employment legislation;
- HMRC requirements;
- safeguarding requirements;
- the Information and Records Management Society (IRMS) Schools Toolkit where appropriate.

Once information is no longer required it will be securely destroyed.

12. Automated Decision Making and Profiling

The Trust does not make employment decisions based solely on automated decision making or profiling that produces legal or similarly significant effects.

13. Your Rights

Under UK data protection law you have the right to:

- be informed about how your information is used;
- request access to your personal information;
- request correction of inaccurate information;
- request erasure of information where appropriate;
- request restriction of processing;
- object to certain processing;
- request data portability where applicable;
- withdraw consent where processing relies upon your consent.

Some rights are subject to legal exemptions and may not apply in every circumstance.

To exercise your rights please contact the Data Protection Officer.

14. If You Do Not Provide Information

Some personal information is required for us to fulfil our legal obligations and administer your employment.

If you do not provide information that is required, we may be unable to:

- pay your salary;
- administer your pension;
- comply with safeguarding legislation;
- verify your right to work;
- fulfil our contractual obligations;
- continue your employment.

15. Complaints

If you have any concerns about how your personal information has been handled, please contact the Data Protection Officer in the first instance.

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: **0303 123 1113**

Website: <https://ico.org.uk>

16. Review

This Privacy Notice will be reviewed annually or sooner where changes to legislation or organisational practice require it.