THE QUILL C OF E TRUST

Workforce Privacy Notice

Version Control

Version	Date	Author	Changes Made
1.0	20.12.2022		Document created (SchoolPro TLC).
1.1	30.08.2024		Updates made to three sections as per the DfE template updates. Updates as follows: • Requesting access to your personal data - replaced entire section with new text.
1.2	31.10.2025		Revised complaint handling section to reflect Section 164A DPA 2018 (as amended by DUAA 2025). Individuals must now submit complaints directly to the organisation.

Privacy Notice

This Privacy Notice for The Quill CofE Trust workforce explains how and why we store personal information about those employed by the Trust or otherwise engaged to work at sites across the Trust. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR).

The categories of workforce information that we process Include:

Personal Information	Name, date of birth, gender, address, email address, telephone number. National Insurance number. Employee or teacher number. Medical conditions.
Characteristics	Ethnicity, language, nationality, country of birth.
Attendance Information	Sessions attended, number of absences, reasons for absence.
Employment/Recruitment/ Contract Information	References. Self-Disclosure forms. DBS checks. Verification of the right to work in the UK. Start dates. Hours worked. Post/roles. Salary information. P45 forms. Pensions information.
Other	Appraisal/Performance Management notes and reports. Qualifications. DBS evidence. Disciplinary information. Grievances.

This list is not exhaustive. To access the current list of categories of information we process, please see The Quill CofE Trust HR Team.

Why we collect and use workforce information

We use workforce information to:

- Enable the deployment 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.
- Provide support to staff when required (e.g. medical emergencies).
- Maintain high standards of performance from the workforce.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are: (6a) Consent; (6c) A Legal obligation; (6d) A duty to safeguard pupils; (6e) Public task.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. The Quill CofE Trust will work within the conditions of GDPR - Article 9 of the UK GDPR:

9.2a: explicit consent.
9.2b: processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.
9.2c where processing is necessary to protect the vital interests of the data subject or of another natural person.
9.2f for the establishment, exercise or defence of legal claims.
9.2g reasons of substantial public interest.
9.2j f or archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

Collecting and storing workforce information

We collect personal information via Edupay/MyNewTerm. We hold data securely for the set amount of time shown in our data retention schedule.

Who we share workforce information with

We routinely share aspects of workforce information with the following organisations. Our full Privacy Notice explains the reasons why we share data with these organisations:

- The Secretary of State.
- The Department for Education (DfE).
- The Quill CofE Trust.
- Suppliers and service providers with whom we have a contract.
- St. Bede's Childcare Ltd.
- Occupational Health (when necessary and in agreement with employee).

Requesting access to your personal data

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact The Quill CofE Trust HR Department. You also have the following rights:

- The right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- The right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- The right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- The right to ask us to delete your personal information – this is called 'right to erasure'.
- The right to ask us to stop using your information – this is called 'right to restriction of processing'.
- The 'right to object to processing' of your information, in certain circumstances.
- The rights in relation to automated decision making and profiling.
- The right to withdraw consent at any time (where relevant).
- The right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- The right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- The right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- The right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. If the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office. Alternatively, you can contact our Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we process your personal data based on your consent, you have the right to withdraw that consent at any time.

To request the withdrawal of your consent, please contact The Quill CofE Trust HR Department. We will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies.

Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.

If you wish to raise a concern about how we process your personal data, please contact us directly at hr@thequillcofetrust.org. We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay.

If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: Information Commissioner's Office

Last updated

We may need to update this Workforce Privacy Notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 13 November 2025.

Contact, full Privacy Notice and how the Government uses your data

If you would like to discuss anything in this Workforce Privacy Notice, or to view our full Workforce Trust Privacy Notice (including how the Government uses your data), please contact: hr@thequillcofetrust.org.