

Thomas Telford Multi Academy Trust



Privacy Notice Staff Workforce

March 2026

Privacy notice – TTMAT Workforce

Introduction

This privacy notice explains how we collect, process, and manage information for the TTMAT workforce which includes employed members of staff, volunteers, including trustees and governors, trainee teachers, apprentices, and work experience/workplace placements.

Categories of Data

TTMAT schools/academies collect and process several data categories which include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data (such as gender, age, ethnic group, religion)
- contract information (such as start dates, hours worked, post, roles, salary information)
- work absence information (such as number of absences and reasons)
- qualifications (where relevant, subject taught)
- medical information
- references

Staff Photographs

Schools may use staff photographs for the purpose of identifying key people in the school/academy community. This could include the use of photos on display boards, websites, social media or other promotional activities.

TTMAT schools/academies use and share information to comply with statutory, regulatory, practice and contractual obligations.

These obligations may include but are not limited to:

- enabling development of a comprehensive picture of the workforce and how it is deployed
- improving the management of workforce data across the sector
- pay salaries and pension contributions
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- supporting the work of the School Teachers' Review Body
- comply with guidance such as 'Working Together' and safeguarding obligations
- facilitating good governance
- internal reviews and quality monitoring
- CPD and staffing issues

If we are required to comply with other legal obligations not listed above, we will share data only when it is lawful to do so.

Use of Artificial Intelligence (AI)

TTMAT schools/academies may use AI technologies to support educational, administrative, and safeguarding functions. This includes, but is not limited to, tools that assist with:

- enhancing learning experiences and personalising education
- automating routine administrative tasks
- supporting data analysis for school improvement
- monitoring safeguarding concerns and wellbeing indicators

AI systems used by TTMAT schools/academies are subject to appropriate oversight and controls to ensure they comply with data protection laws and ethical standards.

AI tools do not make final decisions about individuals without human involvement. Any outputs from AI systems are reviewed and interpreted by staff before any action is taken.

A separate AI Privacy Notice is available and provides further detail about the types of AI used, the data involved, our legal basis for processing and how risks are managed. This document can be accessed via our website.

Lawful basis on which we collect and process this information

We must make sure that information we collect and use about staff is in line with the UK GDPR and Data Protection Act 2018. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for TTMAT schools/academies collecting and processing information comes from a variety of sources, such as the Article 6 and Article 9 of the UK GDPR, the Safeguarding of Vulnerable Groups Act 2006. We also have obligations to organisations such as HMRC and the Department of Work and Pensions.

Collecting this information

Whilst most of the information provided is mandatory, some of it is provided on a voluntary basis. To comply with data protection legislation, staff will be informed whether data is required for the school/academy workforce or if there is a choice.

Storing this information

TTMAT schools/academies hold workforce data in accordance with their HR and retention policy.

We may share this information with organisations such as:

- a local authority
- the Department for Education (DfE)
- safeguarding and protection for children and vulnerable adults
- payroll services
- legal advisers
- insurance providers
- HMRC
- Teacher Pension Scheme and the Local Government Pension Scheme and other pension providers
- health professionals
- Software providers e.g. Parent Pay

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

TTMAT schools/academies are required to share information about workforce members with their 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)

We share personal data with the DfE on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to funding / expenditure and the assessment educational attainment.

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Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

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, go to <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 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; and
- the arrangements in place to securely store and handle the data

To be granted 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>

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

Requesting access to your personal data

Under data protection legislation, the TTMAT workforce has the right to request access to information about them that is held by the school/academy. A workforce request for personal information will be directed to the relevant staff member in each TTMAT school/academy e.g. the Headteacher's Professional Assistant.

You also 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

More details about how we use and manage data can be found in the data protection policy and other relevant policies for the school workforce on the website.

Biometrics

TTMAT schools/academies may operate biometric recognition systems for staff e.g.:

- for purchasing food in the canteen
- for library use

All data collected will be processed in accordance with the UK GDPR data protection principles and the Protection of Freedoms Act 2012. TTMAT schools/academies that use/propose to use biometric data will notify staff. Each academy is responsible for managing the operational processes for obtaining and recording consent, for each purpose for which the data is used.

Review

TTMAT schools/academies will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.