



# **Record of Processing Activities**

**This policy is effective in all academies within the  
Learning without Limits Academy Trust**

This record of processing activities describes how LwLAT processes personal data.

We recognise that Article 30 of the General Data Protection Regulation (GDPR) imposes documentation requirements on controllers and processors of data. This record is information that is confidential to the Trust but will be provided to supervisory authorities (such as the Information Commissioner's Office) on request and as required by the GDPR.

### **Multi Academy Trust Details:**

Learning without Limits Academy Trust comprising the following schools:

Babington Academy  
The Lancaster Academy  
Heatherbrook Primary Academy  
Woodstock Primary Academy

Address: LwLAT, c/o The Lancaster Academy, Knighton Lane East, Leicester LE2 6FU

Telephone Number: 0116 270 3176

Website: [www.lwlat.org.uk](http://www.lwlat.org.uk)

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

### **Categories of Data Subjects**

The School collects personal data from the following categories of data subjects:

LwLAT's employees and job applicants  
LwLAT's pupils and parents  
LwLAT's vendors or suppliers

### **Categories of Personal Data**

The Trust collects the following categories of personal data about employees and job applicants:

Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;  
Emergency contact information such as names, relationship, phone numbers and email addresses;  
Information collected during the recruitment process that we retain during your employment including references, proof of right to work in the UK, application form, CV, qualifications;  
Employment contract information such as start dates, hours worked, post, roles;  
Education and training details;  
Details of salary and benefits including payment details, payroll records, tax status information, national insurance number, pension and benefits information;  
Details of any dependants;  
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;  
Information in your sickness and absence records such as number of absences and reasons(including sensitive personal information regarding your physical and/or mental health);  
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;  
Criminal records information as required by law to enable you to work with children;



- x Your trade union membership;
- x Information on grievances raised by or involving you;
- x Information on conduct and/or other disciplinary issues involving you;
- x Details of your appraisals, performance reviews and capability issues;
- x Details of your time and attendance records;
- x Information about the use of our IT, communications and other systems, and other monitoring information;
- x Details of your use of business-related social media;
- x Images of staff captured by the School's CCTV system;
- x Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within the School, you will be notified separately if this is to occur); and
- x



The Trust collects and processes personal data (including special category data) about pupils and parents for the following purposes:

- To enable us to comply with legal obligation and our public task to ensure appropriate governance of the school;
- To ensure that those governors appointed are done so in accordance with legal requirements;
- To ensure that governors contact details are available as required to enable them to carry out their public duty;

The Trust collects and processes personal data about vendors and suppliers for the following purposes:

- To obtain products and services;
- To enable those suppliers to provide services to the School to enable them to carry out employment and education based functions;
- For supplier administration and management including evaluation potential suppliers and accounts management;

### **Categories of Personal Data Recipients**

The Trust discloses personal data to the following categories of recipients:

- The Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Youth support services – under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds;
- Other schools within the Trust;
- Other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- LADO;



