

Workforce Privacy Notice

This Privacy Notice for the Learning without Limits Academy Workforce explains how and why we store personal information about those employed by the Trust. Further information can be found in the Trust's Data Protection Policy.

The Trust's Data Protection Officer

	Name Date of birth Gender Home address Personal email address Home telephone number Personal mobile number National Insurance number Employee payroll number Teacher number (where applicable) Medical conditions Next of kin
	Ethnicity Language Nationality Country of birth
	Days attended Number of absences Reasons for absence
	References Self Disclosure forms DBS checks



Workforce data is essential for the Trust's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this we will tell you what you need to do if you do not want to share this information with us

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please email

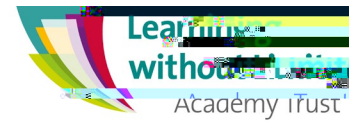


To find out more about the data collection requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/education/datacollectionandcensusesfor-schools>

The Department for Education (DfE) may share information about academy employees with third parties who promote the education or well-being of children or the effective deployment of school/academy staff in England by:

- conducting research or analysis

- producing statistical information



within the Department for Education's (DfE) Personal Information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE) <https://www.gov.uk/contact/df>