Privacy Notice – Staff

How we use information about members of staff

Version	Date	Author	Summary of Changes:
4.0	Sept 2026	CJO	Page 3 – Addition of new section 'How we use artificial intelligence (AI). Included 'Ofsted' and 'TDA' to organisations we share information with.
3.1	Aug 2026	CBR	Page 3 - added reference to Data Retention Policy
Earlier versions available on request.			

Purpose of this Privacy Notice

As your employer, The Mead Educational Trust needs to collect and use some information about you. In addition, for school staff, your school will use some information about you. We do this for a number of reasons. This privacy notice tells you what information we collect and use about you and why we use it. It is very important that information about you is kept safe and we explain in this privacy notice how we do this.

We also have a **Trust Data Protection Lead** and an external **Data Protection Officer** (DPO) service. They can answer questions you have about what the Trust does with your information. Please see the end of this privacy notice for their contact details.

Policy Statement

During an individual's time with us, we will use information that we gather in relation to them for various purposes. Information that we hold in relation to individuals is known as their **personal data**. We might also need to continue to hold an individual's personal data for a period of time after they have left the Trust. Anything that we do with an individual's personal data is known as **processing**.

Our use of personal data is covered by a set of rules called the General Data Protection Regulation (GDPR). These rules were brought into UK law in the Data Protection Act 2018.

This privacy notice tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What information do we collect and use about staff?

We collect many different categories of information, for example:

- Personal details
- Contact details
- Banking details
- Taxation details
- Pension details

- Job application details
- Selection and interview records
- References received
- Identity verification records
- Performance assessment details
- Information for improving performance
- Annual leave records
- Records of communications
- Photographs of you or images on CCTV
- Information to identify you in school/Trust offices
- Records of transactions
- Information about the use of school IT systems
- Information about consultation with other professionals

We also are required to collect and use information that is given additional protection under the GDPR, for example:

- Demographic information required for monitoring equal opportunities
- Information about health conditions and medical appointments

Why we collect and use this information

We use the information for some, or all, of the, reasons below:

- To enable you to work for us
- To support you in teaching and learning
- To maintain a safe environment for our pupils
- To provide appropriate pastoral care for our pupils
- To enable you to take part in appropriate training and professional development
- To help you to deliver the best support for our pupils and your colleagues
- To enable us to pay you
- To enable you to pay for meals in school
- To comply with our legal obligations to share information
- To ensure your health and safety
- To keep you up to date with news about the school/Trust

The legal basis for using this information

Based on the reason we are using your personal data, our use will be legal due to one of the following:

- Informed consent given by you [GDPR Article 6(1)(a)]
  For example: The use of banking information in our payment service.

- To meet the terms of a contract [GDPR Article 6(1)(b)]
  For example: Recording the amount of annual leave you have taken.

- To meet a legal requirement [GDPR Article 6(1)(c)]
  For example: Providing information to HMRC.

- To protect the vital interests of you or someone else [GDPR Article 6(1)(d)]

For example: Giving your contact details to emergency services.

- Delivering a public task [GDPR Article 6(1)(e)]
  For example: Keeping records of meeting with parents.

Where we use special category personal data, we process this under the following exemptions from Section 9 of GDPR:

- Explicit consent given by you [GDPR Article 9(2)(a)]
  For example: The use of biometric information to identify you for our catering system.

- Information used in the field of employment [GDPR Article 9(2)(b)]
  For example: Using information about ethnic origin for equality monitoring purposes.

- To protect the vital interests of you or someone else [GDPR Article 9(2)(c)]
  For example: Providing details of any medical conditions you have in the event of an emergency.

- For substantial public interest [GDPR Article 9(2)(g)]
  For example: Using information about your health to ensure a safe working environment.

How we use artificial intelligence (AI)
We may use artificial intelligence (AI) tools and systems to help staff carry out their work and support the services we provide. These tools are used in line with data protection legislation and our internal data protection, governance and risk management checks and approval processes. Where AI tools process personal data, this is done under the principles of fairness, transparency, and accountability, and only where a lawful basis applies. We do not use AI tools and systems for automated decision-making that has legal or similarly significant effects on individuals.

Storing your personal data

Some of the personal data that we collect and use is added to your personnel file. Other data, depending on its purpose will be kept in other systems or in manual files. We use email to enable authorised users to transfer information to one another.

Some personal data is kept for different lengths of time. For example:

- Your personnel file is kept for 6 years after the date you leave employment.
- Annual appraisals are kept for the current year and then for 5 years.
- Records of any accident you have at work are kept for 12 years after the incident.

If you would like to know how long we keep a specific piece of personal data, please see our Data Retention Policy or contact the Trust Data Protection Lead whose details can be found at the end of this privacy notice.

Keeping your information safe

It is very important that only people who need to use your information can see it. The school keeps your information safe by:

- Securing our buildings and checking all visitors.
- Providing staff with lockable draws and cupboards so that information is locked away.
- Disposing of confidential paper documents safely by shredding them.
- Having secure electronic storage of information.
- Reminding staff to ensure that they are not overheard or their monitor is not viewed by anyone not authorised to know or see information about you.

Sharing your personal data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we may share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- The local council
- HMRC
- The Department for Education
- Ofsted
- Teacher Regulation Agency (a Department for Education executive agency)
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers, e.g. payroll provider, Occupational Health advisors.

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis on which we are using the information, you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing: please contact the Data Protection Lead.

The right to be informed

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have the following rights.

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data you can contact the Data Protection Lead of your school or of the Trust (whose details can be found at the end of this privacy notice).

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it or to provide it in an electronic format that you can give to someone else. For some personal data, if we are subjecting it to automated decision making, then you have the right to object to this.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Lead.

Who to contact

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller.** All members of TMET staff work for the data controller.

If you have a data protection query, we recommend that you contact the **Data Protection Lead**:

Trust Data Protection Lead:	Cathy Brown
Email address:	dpo@tmet.uk
Contact number:	0116 214 3148
Contact address:	The Mead Centre, 343 Gipsy Lane, Leicester, LE4 9DD

Schools are also required to have someone called a **Data Protection Officer or DPO**. The DPO advises the Trust and school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO:	GDPR Sentry Limited
email address:	support@gdprsentry.com
Contact number:	0113 804 2035
Contact address:	Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG

If you have any questions about this privacy notice, please contact the Trust Data Protection Lead or the Data Protection Officer.

Concerns

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/ or call 0303 123 1113.