



QUEST TRUST

Supporting Young People from
Early Years to Employment

QUEST (A Church of England Schools Trust)

Privacy notice for QUEST Trust Workforce September 2026

QUEST and its schools are committed to protecting the privacy and security of personal information.

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, you have a right to know how we use your personal information. This notice explains our processing of information about employees and others engaged to work for QUEST and its schools.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our Trust.

QUEST (A Church of England Schools Trust) is the data controller for the processing described in this notice. Our Data Protection Officer is Debra Finch; her contact details are at the end of this notice.

The personal data we collect, hold and share

We process data relating to those we employ, or otherwise engage, to work at our Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your name, address and contact details, including email address and telephone number, date of birth and gender and marital status.
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process.
- The terms and conditions of your employment.
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation.
- Training records and professional memberships.
- Information about your remuneration, including entitlement to benefits such as pensions or insurance cover.
- Information about pre-employment and safeguarding checks, including the fact and outcome of an Enhanced Disclosure and Barring Service (DBS) check and any criminal offence information we are permitted and need to record.
- Details of your bank account, Payroll records and national insurance number and tax status information.
- Information about your next of kin, dependents and emergency contacts.
- Information about your nationality and entitlement to work in the UK.
- Details of your schedule (days of work and working hours) and attendance at work.
- Details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave.
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence.
- Assessments of your performance, including appraisals, performance reviews and ratings.
- Performance improvement plans and related correspondence.
- Copy of driving licence.
- Photographs.
- CCTV footage.
- Information about your use of Trust information and communications systems, where monitoring is undertaken for a specified and lawful purpose.

We may also process special category information where necessary and permitted by law. Depending on your circumstances, this may include:

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health and medical information, including disability, sickness absence, occupational health advice and information needed to consider reasonable adjustments.

Criminal offence information, including relevant DBS information, has additional legal safeguards and is treated separately from special category information. We restrict access to sensitive records to those who need them for their work.

The Trust may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

We may also obtain information from third parties, including referees and former employers, employment and background-check providers, the Disclosure and Barring Service, occupational health providers and the Department for Education, where relevant. We will provide privacy information when we obtain data indirectly within the time required by law, unless an exception applies.

Data will be stored in a range of different places, including in your personnel file, in the organisation's HR management systems and in other IT systems (including the Trust's email system).

Why we collect and use this information

The purpose of processing this data is to help us run the Trust, including to:

- Enter into an employment contract with you to enable you to be paid.
- Ensure we are complying with our legal obligations, e.g to check an employee is entitled to work in the UK, to deduct tax and to comply with H&S laws.
- Maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights.
- Operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace.
- Operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled
- Obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled.
- Operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management.
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Ensure effective general HR and business administration
- Provide references on request for current or former employees
- Respond to and defend against legal claims
- Allow better financial modelling and planning
- Enable equalities monitoring
- Support the work of the School Teachers' Review Body

Our purposes and lawful bases for using this data

We identify a lawful basis for each purpose before using your information. The main purposes and bases are set out below. More than one purpose may apply to a record, but we assess each use separately.

- to administer agreed employment terms, pay, benefits and the working relationship where processing is necessary for your contract or steps you request before entering it.
- to check the right to work, administer tax and National Insurance, meet employment, health and safety and safeguarding obligations, and submit required workforce information to public bodies.

- where processing is necessary for a task carried out in the public interest or official function with a basis in law, such as relevant education and safeguarding functions.
- Other bases apply only where relevant to a particular purpose:
- for a genuinely optional and specific use where we ask for your freely given consent. Consent is not the general basis for employment administration.
- exceptionally, to protect someone's life, such as in a medical emergency.

Where we rely on consent for a particular use, you can withdraw it at any time by contacting the Data Protection Officer. Withdrawal does not affect processing already carried out lawfully before withdrawal.

Collecting this information

Some information is required by law or needed to enter into or administer your contract, including proof of identity and right to work, contact and bank details for pay, and tax information. If you do not provide required information, we may be unable to employ or pay you or meet a legal duty. Other information, such as optional equality monitoring responses, is voluntary; we will explain this when collecting it.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

How we store this data

We keep personal information securely in personnel files, HR, payroll and other authorised systems. Access is limited according to role and need. Our Data Protection Policy and retention schedule set out how records are managed.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

We retain each category of information only as long as necessary for its purpose. Retention is determined by applicable legal and regulatory requirements, limitation periods for potential claims, safeguarding responsibilities and documented operational needs, after which information is securely deleted or anonymised. Upon leaving QUEST employee information is retained under UK law for 6 years.

Data sharing

We share personal information only where necessary and lawful for the purposes in this notice. Consent is sought where it is the lawful basis for a genuinely optional disclosure; routine contractual and statutory disclosures do not normally depend on consent. We share only the information needed and use appropriate safeguards.

Depending on the purpose and circumstances, recipients may include:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about our workforce members under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- The Department for Education – to meet our legal obligations to share certain information on a statutory basis under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. This data sharing underpins workforce policy monitoring and evaluation and links to school funding/expenditure and the assessment of educational attainment.
- Authorised staff within QUEST and its schools, including HR, payroll, finance, safeguarding and leadership staff where their duties require access.
- Educators, examining bodies and Ofsted.
- Suppliers and service providers acting for us, such as Schappit Ltd (Piota), Wigan HR and Payroll services and Bromcom.
- Financial organisations
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

Data collection requirements

The school workforce census is a statutory return for relevant state-funded schools and academy trusts under regulations made under sections 113 and 114 of the Education Act 2005, including the Education (Supply of Information about the School Workforce) (England) Regulations 2007. We provide the workforce items required for the return to the Department for Education (directly or via the local authority where applicable).

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>

Transferring data internationally

There are currently no supplier or other recipient requiring accesses or receiving personal information outside the UK.

How to access personal information we hold about you

You can ask for a copy of the personal information QUEST holds about you by making a subject access request to Debra Finch, our Data Protection Officer, using the contact details below. You do not need to use particular words or complete a form to make a request.

In certain circumstances, you may also have a right to receive information you provided to us in a structured, commonly used, machine-readable format and transmit it to another controller (data portability).

If you would like to make a request, please contact our Data Protection Officer.

Your other rights regarding your data

Your rights depend on the purpose and lawful basis for the particular processing. They include the right to be informed, to access your information, to correct inaccurate information, and, in relevant circumstances, to request erasure, restriction or portability. You may object to processing based on public task or legitimate interests; we will consider the objection under the applicable legal test. You may also withdraw consent where consent is our basis.

- QUEST does not use profiling or any form of solely automated decision-making that produces legal or similarly significant effects concerning you.

To exercise any of these rights, please contact our Data Protection Officer.

Right to withdraw consent

Where we rely on your consent for a specific purpose, you may withdraw it at any time by contacting the Data Protection Officer. It must be as easy to withdraw as it was to give consent.

To withdraw your consent, please contact our Data Protection Officer.

Withdrawal does not affect the lawfulness of processing carried out before withdrawal. If another lawful basis genuinely applies to a separate purpose, we will explain that use to you; we will not treat consent as withdrawn while continuing the same consent-based use without justification.

Complaints

You can make a data protection complaint to our Data Protection Officer using the email or postal address below. We will acknowledge receipt within 30 days, make appropriate enquiries without undue delay, keep you informed of progress and tell you the outcome. You may also complain to the Information Commissioner's Office (ICO) at any time; you do not have to complain to QUEST first.

Information Commissioner's Office: <https://ico.org.uk/make-a-complaint/> or telephone 0303 123 1113.

Contact us

For questions, requests or complaints about this notice, contact Debra Finch, Data Protection Officer, at d.finch@quest-trust.org.uk or QUEST Training Centre, 682 Atherton Road, Hindley Green, Wigan, WN2 4SQ.

Last Reviewed	Changes Recorded	Date
September 2026	Workforce notice revised	28.09.26