

Quest for Learning

Privacy Notice - Employees, Job Applicants, Tutors and Volunteers

Document control:

Version	August 2026
Review date	August 2028
Owner	Data Protection Lead
Approved by	Chief Executive
Document reference	PRI-DP-003

Purpose

This Privacy Notice explains how Quest for Learning collects, uses, stores and protects personal information relating to people who work for or with the Charity.

It applies throughout the recruitment process and, where applicable, during employment, engagement as a tutor, volunteering and after the working relationship has ended.

This notice should be read alongside the **Quest for Learning Master Privacy Notice**, which explains our general approach to information governance, your data protection rights and how to contact us with any questions.

Who this Privacy Notice applies to

This notice applies to:

- job applicants;
- employees;
- freelance tutors;
- volunteers;



- trustees, where personal information is processed in connection with their role.

Where individuals undertake more than one role (for example, an employee who is also a volunteer), this notice applies to all relevant aspects of that relationship.

Why we collect personal information

Quest for Learning needs to collect and use personal information in order to:

- recruit suitable people;
- manage employment and volunteering relationships;
- deliver educational programmes safely and effectively;
- meet legal and regulatory obligations;
- safeguard children and vulnerable people;
- administer contracts and payments;
- support professional development;
- ensure the effective operation of the Charity.

We only collect information that is relevant and proportionate to these purposes.

What information we collect

The information we collect depends on the nature of your relationship with Quest for Learning and your role within the Charity.

Recruitment information

Where you apply for a role, we may collect:

- name and contact details;
- CV and application forms;
- employment history;
- qualifications and professional memberships;
- references;
- interview notes;
- right to work documentation;

- information provided during recruitment;
- DBS information where required for the role.

We will only collect information that is necessary to assess your suitability for the position.

Employment and engagement information

If you work or volunteer with Quest for Learning, we may process:

- contact details;
- emergency contact information;
- contractual information;
- payroll or payment details;
- tax and National Insurance information;
- pension information where applicable;
- attendance records;
- training records;
- performance and supervision records;
- professional qualifications;
- safeguarding training and compliance records;
- IT account information;
- work-related communications.

Special category information

Where necessary and lawful, we may process limited special category information, for example:

- health information relevant to employment or reasonable adjustments;
- disability information;
- equality monitoring information;
- DBS status where required by law;
- safeguarding-related information.

Such information is processed only where there is an appropriate lawful basis and additional condition under UK GDPR.

How we use personal information

We use personal information to:

- recruit and appoint suitable people;
- administer contracts of employment or engagement;
- pay salaries, fees and expenses;
- manage pensions and taxation;
- communicate with staff, tutors and volunteers;
- allocate work and teaching programmes;
- provide training and professional development;
- monitor safeguarding compliance;
- manage performance and wellbeing;
- provide references where appropriate;
- fulfil legal and regulatory obligations;
- protect the security of our systems and information;
- manage the effective operation of the Charity.

We do not make automated decisions that produce legal or similarly significant effects.

Our lawful basis for processing

The lawful basis depends on the purpose for which information is processed.

Where special category information is processed, Quest for Learning will identify an appropriate Article 9 condition before processing begins.

Activity	Typical lawful basis
Recruitment	Steps taken before entering into a contract
Employment and contractual administration	Performance of a contract
Payroll, pensions and taxation	Legal obligation
Safeguarding and DBS compliance	Legal obligation and, where appropriate, substantial public interest
Training, supervision and operational management	Legitimate interests

Equality monitoring	Legal obligation or substantial public interest, where applicable
Staff photographs or promotional material	Consent, where required

Where we obtain personal information

Personal information may be obtained from:

- you directly;
- recruitment agencies;
- referees;
- Disclosure and Barring Service checks, where applicable;
- previous employers;
- professional registration bodies;
- training providers;
- government agencies where required by law.

Sharing personal information

We treat workforce information confidentially and only share it where there is a lawful basis for doing so.

Information may be shared with:

- payroll providers;
- pension providers;
- HM Revenue & Customs;
- DBS and safeguarding bodies where appropriate;
- training providers;
- occupational health providers where applicable;
- insurers;
- professional advisers;
- regulators;
- auditors;



- IT service providers;
- law enforcement agencies where required by law.

We do not sell personal information.

International transfers

Some of the secure technology services used by Quest for Learning may involve processing information outside the United Kingdom.

Where this occurs, appropriate safeguards are in place in accordance with UK data protection legislation.

Further information is available in the Quest for Learning Master Privacy Notice.

How long we keep information

Personal information is retained only for as long as it is required for the purposes for which it was collected or where retention is required by law.

Retention periods are determined in accordance with the:

- Records Management, Retention and Disposal Policy; and
- Records Retention Schedule.

When information is no longer required, it is securely destroyed or permanently anonymised where appropriate.

Protecting your information

Quest for Learning takes appropriate technical and organisational measures to protect personal information.

These include:

- secure Microsoft 365 cloud services;
- multi-factor authentication;

- role-based access controls;
- secure storage;
- encryption where appropriate;
- information governance training;
- remote working guidance;
- data breach reporting procedures;
- secure disposal arrangements.

Access to personal information is restricted to those who require it to perform their role.

Your information rights

Under UK data protection legislation, you have a number of rights regarding your personal information.

These include the right to:

- be informed about how your information is used;
- request access to your personal information;
- request correction of inaccurate information;
- request erasure in certain circumstances;
- request restriction of processing;
- object to processing where applicable;
- request transfer of your information where applicable;
- withdraw consent where consent has been relied upon;
- complain to the Information Commissioner's Office (ICO).

Further information about these rights is available in the Quest for Learning Master Privacy Notice.

Questions or requests

If you have any questions about this Privacy Notice or wish to exercise your information rights, please contact:

Data Protection Lead
Quest for Learning



Email: info@questforlearning.org.uk

Address:

Quest for Learning
Thameside Primary School
Cotman Close
Abingdon
Oxfordshire
OX14 5NL

Complaints

If you have concerns about how Quest for Learning has handled your personal information, please contact us in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO).

Details of how to make a complaint are available within the Quest for Learning Master Privacy Notice.

Related documents

Privacy Notices

- Quest for Learning Master Privacy Notice
- Privacy Notice – Children, Parents and Carers

Information Governance

- Information Governance and Data Protection Policy
- Records Management, Retention and Disposal Policy

Procedures and Guidance

- Subject Access Request Procedure
- Data Breach Procedure
- Remote Working Guidance

Review

This Privacy Notice will normally be reviewed every two years or sooner where legislation, organisational practice or the nature of the Charity's activities changes.