

[Please insert on school headed paper]

[Date]

Dear [name of employee]

**xxxx School – Transfer of Personal Data to
The Pope Francis Catholic Multi-Academy Company (PFMAC) in accordance with
the Transfer of Undertakings – Protection of Employment Regulations 2006, as amended 2014**

As you are aware xxxx School, as part of the Dominic Barberi Multi-Academy Company (DBMAC), will be joining the Pope Francis Catholic Multi-Academy Company (PFMAC) under the TUPE process with effect from 1st January 2021. Legally this means there will be a change of employer for staff of xxxx School from the current employer (DBMAC) to the new employer (PFMAC).

The TUPE regulations require the current employer of staff to provide the receiving employer with a specified set of information which will enable the new employers to understand their rights and duties and obligations in relation to the employees being transferred. This information includes:

- The identity of employees
- The ages of the employees
- Information contained in the “statement of employment particulars” (contractual information) for the transferring employees
- Information relating to collective agreements affecting the employees

Attached is a summary sheet of the key information we hold about you. Please can you review the information to ensure it is correct, amend where appropriate and **return to your Headteacher/School Office/HR Manager by Friday 27th November 2020.**

It is extremely important to ensure that only correct employee information passes across to the new employer, so this process helps ensure the accuracy of that information. Thank you for your co-operation on this matter.

Yours sincerely

[Name of Headteacher]
Headteacher

Enclosed: TUPE Data Verification Form