

Privacy Notice (Staff)



STATUTORY / NON-STATUTORY	NON-STATUTORY
MEMBER OF STAFF RESPONSIBLE	DHT
DATE APPROVED BY Head/SLT	Autumn 2025
GOVERNING BODY OR COMMITTEE RESPONSIBLE	Finance Audit Risk
DATE OF FULL GOVERNING BODY APPROVAL	December 2025
REVISION DUE DATE	Spring 2027

Privacy Notice – How We Use Workforce Information

Introduction

Under the UK General Data Protection Regulation (UK GDPR), which replaced the Data Protection Act 1998, schools are required to explain how staff information is collected, used, and protected. This notice outlines how we process workforce data at our school.

Categories of Workforce Information We Process

Personal and Employment Details

- Name, employee/teacher number, national insurance number
- Photographs, emergency contact details
- Contract details (start date, hours worked, role, salary)

Demographic and Professional Information

- Gender, age, ethnic group
- Qualifications and subjects taught
- Performance and appraisal data
- Absence records and reasons
- Disciplinary or grievance information

Special Category Data

We may also process sensitive data, including:

- Health or medical information (e.g. related to absences)
- Trade union membership
- Race, ethnicity, religious beliefs, sexual orientation

Note: This list is not exhaustive.

Why We Collect and Use Workforce Information

- Ensure staff are paid correctly
- Support safe recruitment and legal compliance
- Manage performance and professional development
- Inform recruitment and retention strategies
- Understand workforce deployment
- Monitor and comply with equalities duties

Legal Bases for Processing

We process personal data under the following legal bases:

- Contractual obligation – to fulfil employment contracts
- Legal obligation – to comply with laws such as:
 - Education Acts 2002 & 2005
 - School Staffing Regulations 2009
 - Employment Rights Act 1996
 - Tax and employment legislation
- Public task – to carry out functions in the public interest (e.g. running a school)

Special Category Data

We process sensitive data under additional legal bases:

- Employment law obligations and rights
- Substantial public interest (e.g. education-related duties)
- Preventive or occupational medicine (e.g. occupational health assessments)

Consent

In rare cases, we may ask for your explicit consent to process data. Where consent is used, you have the right to withdraw it at any time.

How We Collect Workforce Information

- Application and annual data collection forms
- Absence reporting to SLT or line managers
- Systems such as Bluesky

We will inform you whether data is mandatory or optional at the point of collection.

Data Storage and Retention

Workforce data is stored securely and retained in accordance with our Data Retention Schedule. For more details, refer to our Data Protection Policy.

Who We Share Workforce Information With

We routinely share data with:

- Local Authority (LA) – under Section 5 of the Education (Supply of Information about the School Workforce) Regulations 2007
- Department for Education (DfE) – for statutory data collections

We may also share data with trusted service providers (e.g. payroll, HR, occupational health) to meet legal obligations or support public functions.

We do not share personal data without consent unless legally required or permitted by policy.

For more on DfE data collection, visit: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Your Data Rights

Under data protection law, you have the right to:

- Request access to your personal data
- Object to processing that causes damage or distress
- Prevent processing for direct marketing
- Object to automated decision-making
- Request correction, erasure, or restriction of inaccurate data
- Seek redress via the Information Commissioner's Office (ICO) or the courts

To make a data request, contact: Matthew Hewitt, Deputy Headteacher

If you have concerns about data use, please raise them with us first. Alternatively, contact the ICO: <https://ico.org.uk/concerns/>

Contact

For questions or concerns about this notice, please contact:

Matthew Hewitt, Deputy Headteacher