Privacy Notice (How we use school workforce information)

Bridekirk Dovenby CE Primary School is the data controller under the UK General Data Protection Regulation (UK GDPR) for the use of personal data explained in this notice.

Personal data is any information that can be used to identify a living person, either on its own, or in combination with other pieces of data. Data processing includes the collection, use, and storage of data.

The categories of school workforce information that we process include:

- Personal identifiers like name, address, contact details, employee or teacher number, national insurance number, and image.
- Financial information like bank account, pension, benefits, insurance, and similar details.
- Special categories of data like medical information for emergency or occupational health reasons; criminal conviction or social care action information for legal and safeguarding reasons; and protected characteristics information like sex, age, ethnic group etc.
- Contract information like start dates, hours worked, post, roles, salary information, and pre-employment vetting information like references;
- Work absence information like the number of absences and reasons;
- Qualifications and, where relevant, subjects or specialisms taught.

This list is not exhaustive, but is reviewed regularly. More information can be accessed via the school office.

Why we collect and use this information

We use school workforce data to:

a) provide us with a comprehensive picture of our workforce, how it is deployed, how it can be developed, and kept safe;
b) recruit appropriately and to inform the development of recruitment and retention policies;
c) enable individuals to be evaluated and developed in their career and be paid
d) meet statutory duties placed on us by HMRC, the Home Office, Department for Education, Department of Work and Pensions, UK Health Security Agency, Health and Safety Executive (HSE) etc.
e) enable individuals to access premises or services we control e.g., .system logins, using biometric recognition;
f) celebrate or promote school, for scientific interest, or to record our own school history.

Under UK GDPR, the lawful bases we rely on for processing personal workforce information are:

- to enter into or carry out a contract (mainly reasons b, c, and e above) e.g., to employ people or buy services for people to use.
- to comply with the law (mainly reasons b, c, and d above) e.g., recording sickness absence for benefits purposes, data sharing with child protection partners like social care, the NHS, and the Local Authority.
- to protect vital interests (mainly reason a above) e.g., allergy or other health information,
- having consent (mainly reasons e, and f above, and to process ethnicity data) e.g., use images and names in publicity (if another basis does not apply), or use biometric data as an identifier.

When we process special category data like medical information, biometrics, or criminal history, we need to have <u>one</u> lawful basis from the list above *and* <u>one</u> of the following list:

- having consent (mainly reasons a, d, and e above) e.g., to use biometric controlled catering services or referral to occupational health or other support services.

- to comply with the law (mainly reason d above) e.g., pre-employment criminal record checks, providing reasonable adjustments for work or interview.
- for preventative or occupational medicine or to assess the work capacity of an employee or to improve public health (mainly reason a above) e.g., report notifiable diseases to local or national government departments;
- to make or defend legal claims (mainly reason d above) e.g., some special educational needs records which include details about the staff involved, and all accident records etc.

Collecting school workforce information

We collect personal information via our recruitment process and Arbor which staff are free to update and access as their information changes.

Most of the information we ask for is required by law or necessary so we can run the school effectively and some of it is voluntary. To comply with UK GDPR, if you have a choice about providing information, we will tell you when we ask for it. We will also tell you what to do if you do not want to share this information with us.

Storing school workforce information

We hold school workforce data securely in line with the Information and Records Management Society (IRMS) Records Management Toolkit for Schools. Most data about staff is kept for between 6 months and 6 years after an event or the ending of a contract, although some is kept for much longer e.g., first aid and accident records that also involved children. Unsuccessful applicant data is kept for 6 months after the date of appointment. For more information about how long we keep some information for and why (data retention), and how we keep the data safe, please see the IRMS school records retention schedule.

Who we share school workforce information with and why

We do not share information about our workforce with anyone without consent unless the law and our policies allow us to do so. The laws listed in this notice that require us to collect information also require us to share it. Data is transferred securely by hand delivery or registered post, via a government data transfer system like School to School, via a contractor's secure data sharing system like our online school trips safety system, and sometimes in other secure ways.

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring (see next section).

We also share school workforce information with:

- our payroll and pensions service provider to pay people;
- the Local Government Pension scheme (Your Pension Service) to manage pension contributions;
- HMRC for legal and tax reasons;
- organisations involved with our children like the local authority or other partner professionals who need the names, job titles, contact details and perhaps qualifications of our employees, the places we take children to on trips who might need more personal information like next of kin and medical needs, and workforce development organisations like training providers;
- Government departments like UK Health Security Agency and local authority public health to comply with the law and support public health action;
- Occupational Health and similar staff support services only with the consent of the individual.

Department for Education and our Local Authority

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

The law requires us to share information about our school workforce with the Department for Education (DfE) for the purpose of those data collections, and with our local authority, under section 5 and Schedule 1 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see the section 'How Government uses your data' below.

For privacy information on the data the Department for Education (DfE) collects and uses, please see: https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers.

Requesting access to your personal data

UK GDPR, gives you certain rights about how your information is collected and used. To make a request for your personal information, contact Joanne Cardwell, dpo@shardbusinessservices.co.uk. Please include the name of the school in your request.

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called the 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called the 'right of access', and is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called the 'right to rectification'.
- the right to ask us to delete your personal information – this is called the 'right to erasure'.
- the right to ask us to stop using your information – this is called the 'right to restriction of processing'.
- the right to object to our processing of your information, in certain circumstances.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at raise a concern with ICO.

For more information on how to request access to personal information held centrally by the DfE, please see the 'How Government uses your data' section of this notice below.

Withdrawal of consent and the right to lodge a complaint

If we are only processing your personal data because you consented, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school business manager.

Last updated

This privacy notice was compiled using DfE advice and model documents. We may need to review it periodically, so we recommend that you revisit this information from time to time. This version was last updated on 14th November 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Shard Business Services

Joanne Cardwell

dpo@shardbusinessservices.co.uk

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

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.

Sharing by the Department

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 for Education (DfE) will only share your personal data where it is lawful, secure and ethical to do so and 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 the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education's (DfE) data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the DfE has provided information, (and for which project) please visit: https://www.gov.uk/government/publications/dfe-external-data-shares

How to find out what personal information DfE hold about you

Under the terms of the UK GDPR, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the DfE, you should make a 'subject access request'. Further information on how to do this can be found in the DfE's personal information charter published at: www.gov.uk/government/organisations/department-for-education/about/personal-information-charter or https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

To contact the department: www.gov.uk/contact-dfe.