



Privacy Notice: How We Use School Workforce Information

We are committed to protecting your personal information. This notice explains:

- What information we collect about school staff
- Why we collect it
- How we use and share it
- Your rights regarding your data

1. Information We Collect^[LP1]

We collect and process the following types of workforce information:

- **Personal information** – name, employee/teacher number, National Insurance number
- **Special category data** – gender, age, ethnic background
- **Contract information** – start dates, job roles, hours, salary
- **Work absence information** – absences and reasons
- **Qualifications and professional details** – including subjects taught
- **Bank account information** – for payroll
- **Medical and emergency details** – home address, next of kin, emergency contacts
- **Contact details** – email, phone numbers, home address

2. Why We Collect and Use Your Information

We use workforce information to:

- Understand and manage our workforce
- Support recruitment and retention
- Pay staff accurately
- Provide medical support if needed
- Contact staff in emergencies
- Meet statutory reporting obligations (e.g., DfE workforce census)

3. Legal Basis for Processing

We process your data under:

- **Public task (Article 6 GDPR)** – necessary to perform our official school functions
- **Special category data (Article 9 GDPR)** – necessary for employment and social protection purposes

More info: [DfE Data Collection Guidance](#)

4. How We Collect Information

- Most information we collect is **mandatory**
- Some information is provided **voluntarily**
- We will always let you know which information is required and which is optional

5. How We Store Your Data

- Information is stored securely



- Retention follows the **Information Management Toolkit** guidance
- Data is kept only as long as necessary

6. Who We Share Your Information With

We may share your data with:

- **Local Authority (LA)** – required by law under the Education (Supply of Information about the School Workforce) Regulations 2007
- **Department for Education (DfE)** – statutory data collection for workforce monitoring, school funding, and educational performance

The DfE may also share data with third parties for research, statistics, or guidance. All data sharing is strictly controlled and secure.

More info:

- [DfE Data Sharing Process](#)
- [Contact the DfE](#)

7. Your Rights

You have the right to:

- Request access to your personal data
- Object to processing that may cause harm or distress
- Stop processing for direct marketing
- Challenge automated decisions
- Correct, block, erase, or destroy inaccurate data
- Claim compensation for data breaches

To request your data, contact the **school office manager**.

If you have concerns, you can also contact the **Information Commissioner's Office (ICO)**:
<https://ico.org.uk/concerns/>

8. Questions or More Information

For any questions about this privacy notice, contact:

The Headteacher