



**METHERINGHAM  
PRIMARY SCHOOL**

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## **Policies, Procedures, Regulations and Guidance**

<b>Document Title:</b>	Workforce Privacy Notice	
<b>Date Effective From:</b>	May 2026	
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<b>Approved by:</b>		
<b>Version Control Table</b> <i>[To be updated as required]</i>		
<b>Version Number</b>	<b>Date Authorised</b>	<b>Summary of Key Changes</b>
2		Re-worded in line with LCC HR privacy notice: <ul style="list-style-type: none"><li>• Information that we may collect</li><li>• Why we use and collect this information</li><li>• Lawful basis on which we process this information</li><li>• Who we share this information with</li></ul>

		Department for Education sections updated in line with DfE suggested policy text. Additional “How government use your data” section, per DfE suggested policy text

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## Overview

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school or to enable individuals to be paid. The collection of this information will benefit both national and local users.

## Information that we may collect, process, hold and share include:

- name, date of birth, address and contact details
- next of kin and emergency contact information
- national insurance number
- driving licence number and car details
- financial information such as bank account details, payroll records and tax status information
- pension and benefits information
- recruitment information including copies of right to work documentation, references, identification documents and any other information supplied by you as part of the application process
- employment records including job titles, work history, working hours, training records and professional memberships
- performance, disciplinary and grievance information
- images
- monitoring information such as your use of our information and communication systems
- information about criminal convictions and offences, including information from the Disclosure and Barring Service

We may also process special category (sensitive) data such as:

- race or ethnic origin
- political views and affiliations
- religious or philosophical beliefs
- trade union membership
- physical or mental health details
- sex life or sexual orientation

## Why we collect this information

We use school workforce data to:

- inform the development of recruitment and retention policies
- enable individuals to be paid
- to contact you directly when you are not on the premises
- to contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual
- to support the management of employees, volunteers, contractors, and other individuals who form part of the school workforce
- to provide advisory services and support to all staff on human resource subject matter including counselling, appraisals, absence monitoring, disciplinaries, leave, redundancy and TUPE
- to support employee relations including trade union liaison and staff surveys

- to ensure equality and diversity through equal opportunities monitoring, bullying and harassment support, and grievance management
- to provide learning and development opportunities and training
- for recruitment purposes including applications, interviews, vetting, monitoring, probation and volunteers
- for organisational development such as workforce planning, and structure reviews
- to facilitate staff accessing our employee benefits scheme

## The lawful basis on which we process this information

- necessary to comply with a legal obligation
- necessary to perform a task carried out in the public interest or in the exercise of official authority
- necessary for the performance of a contract
- necessary for carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law
- necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employees
- necessary for the purposes of our legitimate interests (or those of a third party)

## Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

## Storing this information

We hold staff data securely in line with our Data Retention Guidelines. Staff files are kept for up to 6 years plus current, after leaving the school.

## Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- healthcare, social and welfare organisations and professionals
- occupational health
- providers of goods and services
- Department of Work and Pensions
- Her Majesty's Revenue and Customs
- regulatory bodies (for example, Health and Social Care Council)
- professional advisors and consultants
- police forces, other law enforcement and prosecuting authorities
- Disclosure and Barring Service
- courts and tribunals
- named referees

## Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

## Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

We are required to share information about our pupils with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold.

To make a request for your personal information, contact Mrs L Duggin (Headteacher)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113

## How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) 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 (DfE) 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 for Education (DfE)

The Department for Education (DfE) 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 Department for Education (DfE) has provided information, (and for which project) please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

## How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of UK GDPR, you're entitled to ask the Department for Education (DfE):

- 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 Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://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 for Education (DfE): <https://www.gov.uk/contact-dfe>

## Further information

Should you require further information please contact the Headteacher