

St. Andrew's CE Primary School

Privacy Notice (How we use workforce information)



Data Protection Officer	Data Protection Education Ltd
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Approved by	Full Governing Body
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Approval date:	June 2026
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Next review due by:	June 2027
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The School Workforce

St Andrew's CE School is a data controller and this document describes the workforce data that is collected and how it is processed. As a controller, we are responsible for deciding what data is collected and how it is processed.

Under the Data Protection Act 2018 and the UK GDPR, we must abide by the principle of transparency and the right of data subjects to be informed about how their data is processed.

This document provides such information. It will be updated occasionally, and updates will be communicated to the relevant data subjects.

It is your duty to inform us of changes.

The categories of school information that we collect and process

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Bank account details, payroll records, National Insurance number and tax status information
- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- Recruitment information, including copies of right to work documentation, references and other information included in the cover letter or as part of the application process
- qualifications and skills (and, where relevant, subjects taught), safeguarding status, first aid qualifications, right to work information (passport, visa, indefinite leave to remain)
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- work absence information (such as number of absences and reasons)
- Copy of driving license
- Photographs and interactive media
- Data about your use of the school's information and communications system
- Details of vehicles that may be parked in our school car park.
- criminal record data (if it exists during pre-employment checks, including via the Disclosure and Barring Service), prohibition order check results, childcare disqualification check results
- special category data such as racial/ethnic group, religion, trade union membership (and payroll deductions made), biometric data (entry point and payment systems), sexual orientation (if raised in discrimination issues)
- health data such as occupational health referrals and associated data, pre-employment medicals, disabilities, access to work assessments and associated data; and CCTV footage – i.e. recorded coverage of school grounds to protect pupils' safety and/or school's property

Why we collect and use workforce information

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Support your health and safety at work.

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation in line with [UK GDPR - Article 9](#)
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- under Article 6.1.g of the UK General Data Protection Regulation (UKGDPR) to perform our official function (public task)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. Please contact the school office. If you change your mind or you are unhappy with our use of your personal data, please contact the DPO.

Data Protection Officer

Telephone: 0800 0862018

Email: dpo@dataprotection.education

If you would like a copy of any documentation please contact the school office

Collecting this information

Workforce data is essential for the school's / local authority's operational use. 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 confirm whether you are required to provide certain school workforce information to us or if you have a choice in this.

Information will be collected during the application and recruitment process, from you or your agency (such as applications, new starter forms and contracts). Additional information may be requested from third-parties during the recruitment process, including agencies undertaking background checks and former employers. We collect personal information during employment (such as change of personal details forms and other data collection forms, as well as reports made by other parties, which may be kept in your personnel file) as and when required.

CCTV recording and monitoring is in use on-site. Please see the organisational CCTV policy for further details.

How we store this data

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the school office. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with [*Information and Records Management Society's toolkit for schools*](#).

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

We are required by law to pass on some of this data to:

- The Local Authority (LA)
- The Department for Education (Dfe)
- Third-party service providers (where a contract exists) in order to fulfil contractual obligations (such as payroll) or where a service is being used in the operations of the school (such as parent communication applications).

If you require more information about how the local authority and/or DfE store and use your personal data please visit:

- <https://www.brighton-hove.gov.uk/content/about-website/privacy-and-cookies>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

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

How to access personal information we hold about you

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- give you a description of the information we hold about you;
- tell you why we are holding and processing it, and how long we will keep it for;
- explain where we obtained it from, if it was not collected directly from you;
- tell you who it has been, or may be, shared with; and
- provide you with a copy of your personal information in an accessible format.
- We will respond to your request within the time limits set by UK data protection law, unless an exemption applies.

If you would like to make a request, please contact our **data protection officer, The School Business Manager**.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow,

Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

School Business Manager: admin@st-andrews.brighton-hove.sch.uk (in the first instance) or

Data Protection Officer: Data Protection Education Telephone:

0800 0862018

Email: dpo@dataprotection.education

Our Local Authority: Brighton and Hove Council - <https://www.brighton-hove.gov.uk/> If you would like a copy of any documentation, please contact the school office.

The Data Protection Policy is available on the schools website <https://www.st-andrews.brighton-hove.sch.uk/> within the school policies area.