



The Beacon

Church of England (V.A.) Primary School *Living life in all its fullness (John 10:10)*

Reviewed by the Resources Committee

18th September 2025

Adopted by the Full Governing Board

22nd September 2025

Review date

September 2028

Privacy Notice for staff

What categories of information are processed?

The categories of school workforce information that we collect, process, hold and share include but are not restricted to:

- personal information such as name, employee or teacher number, national insurance number, home address, contact telephone numbers, bank details and photographs
- special categories of data including characteristics information such as gender, age, ethnic group, religion, religion and information relating to health
- contract and employment information such as start dates, hours worked, post, roles, appraisal, disciplinary and salary information
- work absence information such as number of absences and reasons and occupational health information
- qualifications and, where relevant, subjects taught
- next of kin information
- financial information such as bank details to enable payment of salary and expenses
- safeguarding information including employment checks (professional and character references), and Disclosure and Barring Service (DBS) checks.

The General Data Protection Regulations (GDPR) define personal data as 'Any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.'

This list is not exhaustive – to access the current list of categories of information the school processes, please see the school's Data Asset Register, which can be accessed via the Admin Team, DPO or Headteacher, and our Data Protection Policy on the policies page of our website.

Why we collect and use this information - we use school workforce data to:

- to enable the development of a comprehensive picture of the workforce and how it is deployed including monitoring equal opportunities
- to inform the development of recruitment and retention policies and manage the welfare and performance of staff including complaints, grievances and disciplinary actions
- to enable individuals to be paid, pension contributions to be made and the deductions of tax and National



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Insurance as required

- submit returns to the Local Authority and other Government bodies such as the DfE workforce census
- to undertake our responsibilities for safeguarding children
- to provide employee services and benefits (such as childcare vouchers and pensions)
- to enable the provision of education and pastoral care to our students
- to communicate with staff
- to assess the quality of our services and maintain staff records
- to comply with the law regarding data sharing
- to provide library, ICT and information services
- to ensure staff and student safety and security, and to prevent and detect crime
- to promote the school and its activities
- to carry out audits (e.g. to ensure compliance with our legal obligations)
- to administer school trips and activities

The lawful basis on which we process this information - we process this information where one or more of the following applies:

Article 6 – Personal data

The data subject has given consent to the processing.

Processing is necessary for the performance of a contract with the data subject.

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the performance of a task carried out in the public interest.

Processing is necessary in order to protect the vital interests of the data subject or of another natural person.

Processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party.

Article 9 – Special categories - When we collect 'special categories of personal data' e.g. information relating to a person's racial or ethnic origin or medical information, we will do so where we have explicit consent or where it is necessary for us to comply with our obligations under employment, social security or social protection laws. Examples include where:

The data subject has given explicit consent to the processing.

Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment.

Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

Processing is necessary for reasons of substantial public interest.



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Processing is necessary for the purposes of preventative or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems.

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

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.

We collect your personal information via the following methods:

- Staff contract forms
- Medication forms
- Residential trip forms
- iTrent – information you input and information input by school

Storing this information

We hold school workforce data as specified in our Record Retention Schedule. The period of time varies according to the nature of the data. Most records are retained for a period of six years after the employee has ceased employment with the school. This information is found in the school's Data Protection Policy, available on the Policies page of the school website.

Who we share this information with

- our Local Authority
- the Department for Education (DfE)
- ScoMis who provide our database
- BROMCOM and iTrent
- future employers (for reference information)
- examination boards
- trip service providers
- communication service providers e.g. School Gateway
- IT service providers to enable access to services
- payroll service provider (DCC)
- LGPS and Teacher Pension schemes
- HMRC

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.



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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 of educational attainment.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and Local Authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

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>.

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 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 DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

Requesting access to your personal data



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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 the Headteacher, The Beacon Church of England (V.A.) Primary School, 1 Beacon Place, Exmouth EX8 2SR

You also have the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

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 by contacting our DPO, Mrs Amanda Pow, or the Headteacher or the Admin Office. Alternatively, you can contact the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Mrs Amanda Pow through our school office, admin@beacon-ce-primary.devon.sch.uk

If you require further information about how we and/or the DfE store and use your personal data, please visit our [website](#) to download our Data Protection policy, contact the DfE directly via their website (<https://form.education.gov.uk>)