



## Privacy Notice (How we use workforce information)

### The categories of school information that we process include:

- 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)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Relevant medical and administration information e.g. need for epipen etc.
- Payroll information
- Contact details e.g. addresses, telephone numbers, e mail
- Photographs: for use within school, external publications, school website
- Safeguarding information-references, SCR; DBS number and prohibition checks
- Accident information
- Special educational needs and disabilities
- 'Prevent' and racist incidents reporting
- Information regarding trips and activities e.g. after school clubs, residential, risk assessments

We have CCTV in operation at various points inside and outside of school. This is for security and safeguarding of pupils and staff. See separate CCTV policy for further information.

This list is not exhaustive, to access the current list of categories of information we process please see data asset register

### Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) develop links with our families and the community
- e) to ensure the safety of staff and pupils

### The lawful basis on which we use this information

We lawfully collect and use pupil information under Article 6 and Article 9 of the General Data Protection Regulations, which are an amendment to the Data Protection Act 1998. Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing staff information are:

Article 6 that the information is a **legal obligation**; processing is necessary for the school to comply with the law.

Article 9 relates to special category data which is personal data which the GDPR says is sensitive, and so needs more protection. Our basis for processing this information is:

**Consent:** staff have given explicit consent to the processing of their personal data for one or more specified purposes e.g. medical conditions, special educational needs and disabilities.

### Collecting workforce information

We collect personal information via for example, staff contract forms.



Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## **Storing workforce information**

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 visit [www.christchurch-burton.staffs.sch.uk](http://www.christchurch-burton.staffs.sch.uk)

## **How we store data**

We hold data securely for the set amount of time shown in our data retention schedule. Personal data relating to staff is stored in accordance with our Data Protection Policy. E.g.

- Accident data and medicine details are kept for 25 years

Please see retention schedule and policy for further details.

## **Who we share workforce information with**

We routinely share this information with:

- Our local authority (where applicable)
- The Department for Education (DfE)
- Collaborative working partnerships e.g. BRCP

## **Why we share school workforce information**

We do not share information about our 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**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections, under:

School workforce census

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 'How Government uses your data' section.

## **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 the Office Manager – S Smith

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
- A right to seek redress, either through the ICO, or through the courts



If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with the Headteacher in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## 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 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.

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

## Contact

If you would like to discuss anything in this privacy notice, please contact: Mr Archer-Headteacher 01283 247400 then Tony Dooley DPO at [t.dooley@endeavourmat.co.uk](mailto:t.dooley@endeavourmat.co.uk)

To be reviewed: September 2026