



Longmoor

Community Primary School

Together we grow, explore, discover.

Privacy Notice: Staff

DFE:	Non-Statutory	Category:	GDPR
Last Reviewed:	February 2025	Reviewed by:	Mark Garside (HT)
Status:	ACTIVE		

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**DETERMINATION
RESPECT INTEGRITY
VALOUR EXCELLENCE**

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1. Introduction

This privacy notice explains how Longmoor Community Primary School collects, stores, and processes personal data in compliance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

This notice applies to all **current and former employees, workers, and contractors**.

2. Categories of Staff Information We Collect, Hold, and Share

We collect, store, and process the following categories of personal data:

- Contact details (name, address, phone number, email)
- Date of birth, marital status, and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension, and benefits information
- Bank account details, payroll records, National Insurance number, and tax status information
- Recruitment information (e.g., right to work documents, references, CV, application form)
- Qualifications, employment history, job titles, working hours, training records, and professional memberships
- Performance records, disciplinary and grievance procedures
- Absence and sickness records (including medical conditions where necessary)
- **CCTV footage** (images may be captured on school premises for security and safety purposes)
- **Data about your use of the school's IT and communications systems** (including monitoring of emails, internet usage, and access logs)
- **Records of external phone calls** (calls made or received via school systems may be monitored and recorded for safeguarding and security purposes)

Special Category Data:

- Race, ethnicity, religious beliefs, sexual orientation, and political opinions
- Trade union membership
- Health data (medical conditions, disability records, sickness records, occupational health reports)
- Criminal records (where legally required for safeguarding purposes)

3. Legal Basis for Processing

We process staff data under the following legal bases:

- **Article 6(1)(b) UK GDPR** – Processing is necessary for the performance of a contract
- **Article 6(1)(c) UK GDPR** – Processing is necessary to comply with a legal obligation
- **Article 6(1)(e) UK GDPR** – Processing is necessary for tasks carried out in the public interest
- **Article 9(2)(b) UK GDPR** – Processing special category data for employment, social security, and social protection law purposes

4. How We Use Staff Information

We use staff data to:

- Manage recruitment, employment contracts, payroll, and pensions
- Monitor attendance, performance, and professional development

- Ensure compliance with safeguarding policies, health and safety regulations, and statutory obligations
- Conduct disciplinary, grievance, and capability procedures
- **Monitor and record phone calls where necessary for safeguarding and security**
- **Ensure site security through CCTV monitoring**

5. Data Sharing

We may share staff data with third parties where necessary, including:

- **Department for Education (DfE)**
- **Local Authority (Liverpool City Council)**
- **Ofsted and other regulatory bodies**
- **Disclosure and Barring Service (DBS) for safeguarding checks**
- **HM Revenue & Customs (HMRC)**
- **Occupational health providers**
- **Law enforcement agencies when required by law**

All third parties are required to comply with data protection regulations and ensure appropriate security measures are in place.

6. Retention of Staff Data

Staff data will be retained **only for as long as necessary** for employment, legal, and safeguarding purposes. Full details are outlined in our **Data Retention Policy**, available upon request.

7. Data Security & Breach Management

We implement strict security measures to protect personal data from unauthorised access, loss, or misuse. Our **Data Breach Policy** outlines the procedures in case of a security incident.

8. Your Data Rights

Under data protection laws, you have the right to:

- **Request access** to your data (Subject Access Request)
- **Request correction** of inaccurate data
- **Request erasure** of certain data (where applicable)
- **Restrict processing** under specific conditions
- **Object to processing** in certain cases

For requests, please contact the **School Business Manager, Ms. D Coburn**.

9. Contact & Complaints

School Business Manager: Ms. D Coburn
Email: admin@longmoorcps.co.uk
Phone: 0151 521 5511

If unsatisfied, you may contact the **Information Commissioner's Office (ICO)**:

Website: <https://ico.org.uk/>
Phone: 0303 123 1113