



### **Privacy Notice for Staff**

Under UK data protection, individuals have a right to be informed about how the school uses any personal data. The school must comply with this requirement by providing privacy notices to inform individuals about how their personal data will be processed.

This privacy notice explains how the school will collect, store and use personal data about staff.

### **Who processes your information?**

The school is the Data Controller of the personal information you provide. This means the school determines the purpose for which, and the manner in which, any personal data is to be processed.

In some cases, personal data processing will be outsourced to a third party, however this will only be done with your consent, unless the law specifies otherwise. Where the school does outsource to a third party the same data protection principles that the school upholds will apply to the processor/supplier.

Evolution HR Services Ltd is the Data Protection Officer (DPO). Whilst the school remains overall responsibility for Data Protection, the DPO will oversee and monitor the schools data protection procedures, ensuring they are compliant with the Data Protection Act 2018. The DPO can be contacted on 07747 611662 or via email at [info@evolutionhrservices.co.uk](mailto:info@evolutionhrservices.co.uk).

### **The categories of staff information that we process**

These include:

- personal information such as, name, DOB, email addresses, contact details, marital status, employee or teacher number, national insurance number;
- special categories of data including characteristics such as gender, health, ethnic group;
- contract information (salary details, annual leave, pension and benefits information);
- Recruitment information, including copies of right-to-work documentation, references and other information included in a CV or cover letter or as part of the application process
- Sickness absence information;
- qualifications and employment records;
- next of kin and emergency contact details;

- bank details, payroll records, tax status;
- CCTV;
- photographs;
- data about your use of school's information and systems, e.g. visitor logs, login credentials, digital access, and other logs.

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service regarding criminal offence data.

### **How we use your personal information**

We use your personal information to:

- enable staff to be paid;
- enable safer recruitment, as part of our safeguarding responsibilities;
- support effective performance management;
- inform the recruitment and retention policies;
- allow better financial modelling and planning;
- undertake ethnicity and disability monitoring;
- improve the management of staff data across the sector;
- ensure that our information and communication systems, equipment, and facilities (e.g., school computers) are used appropriately, legally, and safely;
- support the work of the School Teachers Review Body.

There are also additional rules and legislation that the school needs to comply with in regards to your data, these include:

- Employment Rights Act 1996
- National Minimum Wage Act 1998
- Employment Relation Act 1999
- Maternity and Paternity etc Regulations 1999
- Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Transfer of Undertakings (Protection of Employment) Regulations 2006
- The Equality Act 2010
- Agency Workers Regulations 2010
- Working Time Regulations 1998
- Data Protection Act 2018
- Health & Safety at Work Act 1974

### **Reasons we can collect and use your personal information**

We collect and use your personal information to carry out tasks to comply with our legal obligations and to carry out tasks in the public interest. We rely on the following legal

bases under the UK GDPR:

- Article (6)(1)(c) - Legal obligation: the processing is necessary to comply with the law (not including contractual obligations).
- Article (6)(1)(e) - Public task: the processing is necessary to perform a task in the public interest or for official functions (task or function has a clear basis in law).

When we collect or share 'special category' personal data, we rely on the following legal bases under the UK GDPR:

- Article 9(2)(g) - Reasons of substantial public interest. We rely on the Equality of opportunity or treatment purpose condition from Schedule 1 of the Data Protection Act 2018 when relying on Article 9(2)(g) to process your special category data.
- Article 9(2)(h) - Health or social care (if a case needs to be stepped up to children's social work services or the management of social care systems or services)
- Article 9(2)(j) - Archiving, research and statistics (for scientific or historical research purposes or statistical purposes)
- Article 9(2)(f) - Legal claims or judicial acts (for the establishment, exercise or defence of legal claims whenever courts are acting in their judicial capacity).

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We need to perform or exercise an obligation or right concerning employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. preserve your life or someone else's life) in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

We will only collect and use criminal offence data when we have both a lawful basis, as set out above, and a condition for processing set out in UK data protection law.

Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. preserve your life or someone else's life) in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

### **Who do we share your personal information with**

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

Where it is legally required or necessary (and it complies with UK data protection law), we may share personal information about you with:

- DfE (statutory for school funding and educational attainment policy and monitoring) and other government agencies and local authorities as required (e.g. to resolve funding queries).
- LA teams working to improve outcomes for children and young people.
- Commissioned providers of LA services (such as education services).
- Local forums with schools and LA representatives, which support in-year fair access processes and support managed moves between schools.
- Local multi-agency forums that provide SEND advice, support, and guidance.
- Partner organisations where necessary, which may include Police, school nurses, doctors, mental health workers and NHS.
- LA has to share information with external moderators (teachers with recent relevant experience) of end-of-key stage assessments to meet statutory requirements from the Standards and Testing Agency (STA).
- Contracted providers of services (such as school photographers, filtering and monitoring, and catering providers) where consent was given. We will share personal information with law enforcement or other authorities if required by applicable law.

### **Use of your data for marketing purposes**

Where you have consented to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may interest you.

You can withdraw consent or 'opt-out' of receiving these emails or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication or by contacting the school.

### **Use of your data for filtering and monitoring purposes**

While in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations

- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access and prevent malicious software from harming our network(s)

### **Your Rights**

Under the GDPR, you have rights which you can exercise free of charge, which allow you to:

- Know what we are doing with your information and why we are doing it.
- Ask what information we hold about you (Subject Access Requests).
- Ask us to correct any mistakes in our information about you.
- Object to direct marketing.
- Make a complaint to the ICO.
- Withdraw consent (if applicable).

Depending on our reason for using your information, you may also be entitled to:

- Ask us to delete the information we hold about you.
- Have your information transferred electronically to yourself or another organisation.
- Object to decisions being made that significantly affect you.
- Object to how we are using your information.
- Stop using your information in specific ways.

We will always seek to comply with your request. However, we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

### **Storing staff information**

We hold data securely for the set amount of time shown in our Data Retention Policy. To obtain a copy please speak to your school office.

### **Keeping your personal information secure**

We take the security of personal data seriously and have implemented appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing and accidental loss, destruction, or damage. These measures include:

- Regular data protection training for staff
- Use of strong passwords and encryption
- Regular security assessments and audits
- Secure storage and disposal of personal data
- Restriction of access to personal data to authorised personnel only

In the event of a data breach, we will take appropriate steps to mitigate the impact and comply with our legal obligations, including notifying affected individuals and the Information Commissioner's Office where necessary.

### **Complaints**

If you have any concerns about how we handle your data, please contact our DPO. If you are unsatisfied with our response, you can complain to the Information Commissioner's Office (ICO).

You can contact the ICO at: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Tel: 0303 123 1113

Report a concern online at <https://ico.org.uk/make-a-complaint/>

### **Last Updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 8<sup>Th</sup> December 2025.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: Data Protection Officer **[INSERT SCHOOL DETAILS]**

## **Further information**

### **How government uses your information**

The staff 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 schools staff
- links to the schools 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.

### **How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- 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, you should make a 'subject

access request'. Further information on how to do this can be found within the Department's

personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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