



Cradley Primary School Privacy Notice School Staff

(How we use school workforce information
for those employed or engaged to work at
the school)

Vision Statement: Enriching Lives

Policy written by: Donna Jones

<u>Dates</u>			
Written			
Reviewed			
Amended	December 25		
Next Review			



CRADLEY CE PRIMARY SCHOOL

1. Categories of School Workforce Information We Collect, Process, Hold, and Share:

- Personal information (e.g., name, employee or teacher number, National Insurance number)
- Special category data (e.g., gender, age, ethnic group, health information)
- Contract information (e.g., start dates, hours worked, roles, salary details)
- Work absence information (e.g., absences and reasons)
- Qualifications and, where relevant, subjects taught
- Relevant medical information
- Contact details, emergency contacts, and address
- Payroll information
- Performance management and professional development information

2. Why We Collect and Use This Information:

We use school workforce data to:

- Develop a comprehensive understanding of our workforce and deployment
- Inform recruitment, retention, and workforce planning policies
- Ensure accurate and timely payment of salaries
- Support staff professional development and performance management
- Comply with legal obligations and reporting requirements

3. Legal Basis for Processing Your Information:

We process your personal data under the following lawful bases:

- Article 6(1)(c) UK GDPR – processing necessary for compliance with a legal obligation (e.g., Education Act 1996)
- Article 9(2)(b) UK GDPR – processing special category data necessary for employment law and social protection
- Legitimate interests where appropriate, balanced against your rights and freedoms

For further details, see the Department for Education's guidance:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>



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4. Collecting Your Information:

Most information you provide is mandatory under statutory requirements or contractual obligations. Some data may be provided voluntarily. We will always inform you whether any information requested is optional.

5. How Long We Store Your Information:

We retain workforce data only for as long as necessary to fulfil employment, legal, and regulatory obligations. This includes the period of your employment and any statutory retention periods thereafter.

6. Who We Share Your Information With:

We routinely share workforce data with:

- Our Local Authority (LA)
- The Department for Education (DfE)

Why We Share Data:

- To comply with statutory obligations under the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments
- To support workforce policy monitoring, funding allocation, and educational attainment analysis

The DfE may also share data with third parties for research, statistical analysis, or educational improvement purposes under strict controls and confidentiality agreements. For details, see: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

7. Your Rights Under Data Protection Legislation:

You have the right to:

- Request access to your personal data held by the school
- Object to processing that causes damage or distress
- Prevent processing for direct marketing purposes
- Object to automated decision-making where applicable
- Request correction, restriction, or deletion of inaccurate or unlawfully processed data
- Claim compensation for damages caused by breaches of data protection laws

To exercise these rights or make a data access request, please contact:

Mrs Morgan, School Business Manager (who will liaise with the Headteacher).



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If you have concerns about how your data is processed, please raise these with us first. Alternatively, you may contact the Information Commissioner's Office (ICO):

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

8. Contact for Further Information:

For any questions or discussions about this privacy notice or data protection matters, please contact:
Mrs Jones, Headteacher.