RHODES AVENUE
PRIMARY SCHOOL

School Workforce Privacy Notice – Summer 2025

What categories of information are processed?

The categories of personal information that we process include (but is not restricted to) the following:

- Personal information – e.g. name, employee or teacher number, National Insurance number, and contact details
- Characteristics information – e.g. gender, age and ethnicity
- Contract information – e.g. start date, hours worked, post, roles and salary information
- Work absence information – e.g. number of absences and reasons for absence
- Qualifications and, where relevant, the subjects taught
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a cover letter or as part of the application process
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Photographs
- Data about your use of the school's information and communications systems

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

This list is not exhaustive. Te current list of categories of information which the school processes can be found in the school's Data Asset Register.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- Manage recruitment and employment processes
- Facilitate payroll and pensions
- Support training, development and performance management/appraisal
- Ensure safeguarding and staff welfare
- Monitor compliance with employment law

- Maintain accurate and comprehensive staff records
- Fulfil reporting and accountability obligations to the Department for Education (DfE) and other regulatory bodies

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:
The school collects and uses personal data about its workforce in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other relevant legislation. The primary lawful basis for processing workforce personal data is to perform a *public task* (Article 6(1)(e)), as the school is carrying out its official functions and duties in the public interest, particularly in providing education services. In some cases, processing is necessary to fulfil a *legal obligation* (Article 6(1)(c)), such as for safeguarding, tax, or employment law requirements. Where appropriate, data may also be processed to fulfil an employment *contract* (Article 6(1)(b)), or based on *consent* (Article 6(1)(a)) where required, such as for optional staff surveys or promotional materials. When processing special category data—such as health information, ethnicity, or trade union membership—the school does so under Article 9(2)(b) (employment and social security law obligations), Article 9(2)(g) (reasons of substantial public interest), or Article 9(2)(h) (health or social care purposes), with appropriate safeguards in place as outlined in the Data Protection Act 2018, Schedule 1. The school also adheres to obligations under the Education Act 1996, the Children Act 1989 and 2004, the Equality Act 2010, and the Keeping Children Safe in Education statutory guidance.

How do we collect your information?

We collect your personal information via the following (but not restricted to) methods:

- Application forms
- References
- Staff contract forms
- Medication forms

Workforce data is essential for the school's operational use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the UK 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.

How do we store your information?

Your personal information is stored either physically in your Personnel File or in electronic form on management information systems depending on the nature of the data itself. Your personal information is retained in line with the school's Data Retention Policy, which can be found on the school website or within Dropbox under Staff Policies.

For more information about how we securely store your information, please see the school's Data and Cyber-security Breach Prevention and Management Plan, which can be found on the school website or within Dropbox under Staff Policies.

The school takes the security of personal data seriously and has implemented a range of technical and organisational measures to protect workforce information from unauthorised access, loss, misuse, or disclosure. These measures include secure access controls, encryption of sensitive data,

regular data protection training for staff, and strict password and user authentication protocols. Physical access to systems and data storage areas is restricted to authorised personnel only. Regular audits and risk assessments are conducted to ensure continued compliance with data protection requirements. The school also ensures that any third-party providers handling data on its behalf meet the required security standards in line with the UK GDPR and the Data Protection Act 2018.

Who do we share your information with?

We routinely share your information with:

- Haringey Local Authority, where applicable
- The Department for Education
- Human Resources and Payroll provider (currently EPM)

Why do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Sharing with the LA

We are required to share information about our school workforce with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Sharing with the DfE

The DfE collects personal data from educational settings and LAs via various statutory data collections.

We are required to share information about you with the DfE under for the purpose of these data collections, under:
We are required to share information about our school employees with the DfE section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework, which can be found by following the link below:
https://www.gov.uk/government/publications/security-policy-framework

How does the government use your data?

The workforce information that we lawfully share with the DfE through data collections:

- Informs the DfE's 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.

You can find more information about the data collection requirements placed on us by the DfE by following this link: https://www.gov.uk/education/data-collection-and-censuses-for-schools.

The DfE may share your information with third parties who promote the education or wellbeing of children or the effective deployment of school staff in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE 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 and use of the information.

The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information.
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

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

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter.

You can also contact the DfE directly using its online contact form by following this link: https://www.gov.uk/contact-dfe.

What are your rights?

You have specific rights to the processing of your data; these are 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 want to request access to the personal information we hold about you, please contact Joanne Tillson – Data Protection Officer (DPO) on joanne.tillson@rhodesavenue.org.uk

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO 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.

This privacy notice was last updated in April 2025.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Joanne Tillson on joanne.tillson@rhodesavenue.org.uk.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, https://rhodesavenue.school/, the Gov.UK website (https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data) or download our Data Protection Policy and Records Management Policy from the school website or within Dropbox under Staff Policies.