

Privacy Notice: How We Use School Workforce Information

Bradfield Primary School is committed to protecting the personal information of individuals working within our school. This notice explains how we collect, use, store and share information about our workforce, including employees, volunteers, trainee teachers, apprentices and individuals undertaking work experience or workplace placements. Bradfield Primary School is the **data controller** for the personal data described in this notice.

1. Information We Collect

We may collect, store and use the following categories of information:

- Personal information (name, employee/teacher number, National Insurance number)
- Characteristics (gender, age, ethnic group)
- Contract information (start date, hours worked, post, roles, salary)
- Work absence information (number of absences and reasons)
- Qualifications and, where relevant, subjects taught
- Medical information
- References
- Other personal information relevant to employment

This list is not exhaustive. A full data asset register is available in the school office.

2. Why We Use Workforce Information

We use workforce information to:

- Meet statutory, regulatory and contractual obligations
- Manage workforce deployment
- Pay salaries and pension contributions
- Support recruitment and retention
- Enable financial planning and modelling
- Monitor equality, diversity and inclusion
- Fulfil safeguarding duties and comply with *Working Together*
- Support governance, internal reviews and quality monitoring
- Manage CPD and staffing matters

We also use workforce data to maintain an accurate picture of staffing and ensure individuals are paid correctly.

3. Lawful Basis for Processing

Under the UK GDPR and Data Protection Act 2018, we must have a lawful basis to collect and use personal data.

Article 6 UK GDPR

We rely on:

- **6(1)(c) Legal obligation** – e.g., sharing data with HMRC, DWP, DfE
- **6(1)(e) Public task** – processing necessary for the school to perform its official functions
- **6(1)(b) Contract** – processing necessary for employment contracts (e.g., payroll)

Article 9 UK GDPR (Special Category Data)

Where we process sensitive data (e.g., medical information), we rely on:

- **9(2)(b)** – employment, social security and social protection obligations
- **9(2)(g)** – substantial public interest (e.g., safeguarding)
- **9(2)(h)** – occupational health purposes

We also comply with the Safeguarding of Vulnerable Groups Act 2006 and other statutory duties.

4. How We Collect Workforce Information

We collect personal information primarily through staff contract forms and other onboarding documentation. Some information is mandatory; some is optional. We will always tell you when information is optional.

5. How We Store Workforce Information

We store workforce data securely and retain it only for the periods set out in our data retention schedule. More information is available at: <https://www.bradfieldprimary.co.uk/gdpr>

6. Who We Share Workforce Information With

We routinely share workforce information with:

- Our local authority
- Department for Education (DfE)
- Safeguarding and protection partners
- Payroll providers
- Legal advisers
- Insurance providers
- HMRC
- Teacher Pension Scheme, Local Government Pension Scheme and other pension providers
- Health professionals

We do not share personal data without consent unless the law allows or requires us to do so.

7. Why We Share Workforce Information

Local Authority

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

Department for Education (DfE)

We share workforce data with the DfE for statutory data collections under the same regulations. The DfE stores and transfers data securely in line with government security standards.

More information is available in the *How Government Uses Your Data* section below.

8. Your Data Protection Rights

Under data protection legislation, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate or incomplete data
- Request deletion where there is no compelling reason for continued processing
- Restrict processing (allowing storage but not further use)
- Object to certain types of processing, including direct marketing
- Not be subject to automated decision-making with significant effects

To make a request, contact our Data Protection Officer: **Cassandra Buckingham** – cassandra.buckingham@sbmservices.co.uk

If you are unhappy with how we use your data, please contact us first. You may also contact the Information Commissioner's Office (ICO).

9. Withdrawal of Consent

Where we rely on consent, you may withdraw it at any time by contacting the school office or the DPO. Withdrawal does not affect processing carried out under legal obligations.

10. How Government Uses Your Data

The DfE uses workforce data to:

- Inform policy on pay, workforce effectiveness and diversity
- Support funding and expenditure decisions
- Conduct long-term research and monitoring
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The DfE may share data with third parties who promote education or staff deployment by conducting research, producing statistics or providing guidance. Strict controls apply to confidentiality, security and data handling.

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

11. Accessing Your Data Held by the DfE

You may request access to your personal data held by the DfE under the Data Protection Act 2018. Details are available in the DfE Personal Information Charter:

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

12. Contacting the School About This Notice

If you would like to discuss anything in this privacy notice, please contact the office in the first instance.

13. Last Updated

This notice was last updated **Spring 2026**. We may update it periodically, and we encourage you to review it from time to time.

