



# Privacy Notice for Staff – How we use your information

## April 2025

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### **Who are we?**

Barford St. Peter's C. of E. (VA) Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Barford St. Peter's C. of E. (VA) Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z7520362.

You can contact the school as the Data Controller in writing at:

Barford St. Peter's C. of E. (VA) Primary School, Church Street, Barford, CV35 8EW or [admin3587@welearn365.com](mailto:admin3587@welearn365.com)

### **What is a Privacy Notice?**

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our staff.

### **What is Personal Information?**

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### **What personal information do we process about staff?**

The categories of staff information that we collect, hold and share include:

- personal information such as name, address, telephone numbers and email address, employee or teacher number and national insurance number, and next of kin contact details
- special categories of data including characteristics information such as gender, age, ethnic group, health and medical information, sexual orientation and religious beliefs
- contract information such as start dates, hours worked, post, roles and salary information, appraisal and disciplinary information
- work absence information such as number of absences and reasons, occupational health

information

- qualifications and, where relevant, subjects taught, and training information
- safeguarding and employment checks (such as references, DBS, ID and right to work information)
- financial (such as bank details, tax information and student loan information)
- optional equality data on job application Equality Details form

### **For what purposes do we use personal information?**

We use staff data to:

- develop a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid and receive other staff benefits
- ensure that we can act in an emergency
- to undertake our responsibilities for safeguarding children
- to share medical information with public health agencies

### **Collecting staff information**

Whilst the majority of staff information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain staff information to us or if you have a choice in this.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data Protection law sets out the lawful reasons we have to process your personal information and these are as follows:

#### **1) To comply with the law**

We collect and use general purpose staff information in order to meet certain legal requirements and legal obligations placed upon the school by UK law. We therefore have the right to process your personal information for such purposes without the need to obtain your consent.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

#### **2) To protect someone's vital interests**

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

#### **3) With the consent of the individual to whom that information 'belongs'**

Whilst much of the personal information is processed in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

#### **4) To perform a public task**

It is a day-to-day function of the school to ensure that staff members receive the training and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that staff are properly supported and able to do their job.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

#### **5) To comply with a contract we have with you or because you have asked us to take specific steps before entering into a contract**

We are able to process personal information in order to comply with the contract that we have with you.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Appendix 5.

#### **Special category personal information**

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Necessary for carrying out obligations and exercising specific rights in relation to employment and social security and social protection law
- 3) Processing relates to personal data which is manifestly made public by the data subject
- 4) Necessary for establishing, exercising or defending legal claims
- 5) Necessary for reasons of substantial public interest
- 6) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 7) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of sensitive category personal information that we process is set out in the tables attached.

#### **Who might we share your information with?**

We routinely share staff information with:

- our local authority
- the Department for Education (DfE)
- future employers (for reference information)
- Catering and communication service providers
- Payroll service provider
- IT service providers to enable access to services
- LGPS and Teacher Pensions
- HMRC
- Bank/building societies/letting agencies in relation to requests for confirmation of employment
- Local Public Health Team
- Training providers (HutSix GDPR training)
- Medical Tracker – online first aid software
- e-Reception – online check in system

We do not share information about our staff unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

### **What do we do with your information?**

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

### **How long do we keep your information for?**

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **What are your rights with respect of your personal information?**

Under data protection law, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to have access to your child's educational record, contact the School Data Protection Officer at Barford St Peter's Primary School via email at [admin3587@welearn365.com](mailto:admin3587@welearn365.com) or alternatively;

School Data Protection Officer  
Barford St. Peter's C. of E. (VA) Primary School  
Church Street  
Barford  
CV35 8EW

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Review**

Last reviewed and updated April 2025. The content of this Privacy Notice will be reviewed in April 2026

**Table 1 – Personal information we are required to process to comply with the law:**

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Staff information, including personal details, N.I. number, safeguarding and employment checks, verification of right to work in the UK	Education Act 2005, Section 114 and accompanying regulations	N/A	Department for Education, Local Authority, Disclosure & Barring Service	Legal obligation
School Workforce Census including staff personal details, employment/teacher number, NI number, contract details, work absence records, qualifications & training	Education Act 2005, Section 114 and accompanying regulations	N/A	Department for Education	Legal obligation
School Workforce Census - ethnicity, gender, age, sexual orientation, disability, health/medical information	Education Act 2005, Section 114 and accompanying regulations	Necessary for archiving, historical research or statistical purposes in the public interest	Department for Education	Legal obligation
Accident Records	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR)	N/A	Health & Safety Executive, and Local Authority Health & Safety team (where necessary)	Legal obligation
Individual Staff Health & Safety Risk Assessments and Personal Emergency Evacuation Plans (PEEP)	Health & Safety at Work etc Act 1974 and accompanying legislation	N/A	Not shared externally	Legal obligation
Qualifying Complaint Information	Education Act 2005, Section 11B	N/A	Ofsted Chief Inspector	Legal obligation
Verification of Right to Work in the UK (Single	Immigration, Asylum and Nationality Act	N/A	Local Authority, Ofsted,	Legal obligation

Central Record)	2006, Section 15		Disclosure & Barring Service	
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**Table 2 – Personal information we are required to process as it is necessary to protect someone’s vital interests**

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical Information, Medical Conditions & Staff Emergency Contact Details	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent OR Necessary for preventive/ occupational medicine	Medical Staff i.e. paramedics/ ambulance, Responsible/First Aid trained staff on residential trips	Vital Interest
Dietary Information (food allergies)	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent OR Necessary for preventive/ occupational medicine	Medical Staff i.e. paramedics/ ambulance, Responsible/ First Aid trained staff on residential trips, Educaterers	Vital Interest
Religious Belief	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent	Medical Staff i.e. paramedics/ ambulance	Vital Interest

**Table 3 - Personal information we are required to process with the consent of the individual to whom that information ‘belongs’**

Information Type	Special Category - additional lawful reason	Third Parties with whom we may share the information	Lawful reason for sharing
Equality Data (sexual orientation, religion, ethnicity, disability)	Necessary for archiving, historical research or statistical purposes in the public interest	Local Authority, Department for Education	Consent
Name	N/A	School Photographer)  Local press/media, Parents & Community (including Newsletter, staff photo board, Village Voices, Stratford Herald newspaper), X (formally Twitter)	Consent
Name, address, salary & employment details	N/A	Bank/building societies, letting agencies, mortgage providers	Consent
Photograph	N/A	School Photographer  Local press/media, Parents & Community (including Newsletter, staff photo board, Village Voices, Stratford Herald newspaper), X (formally Twitter)	Consent
Staff telephone number	N/A	Other Staff (telephone tree)	Consent

**Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task**

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Personal information – name, e-mail address, telephone number	N/A	Local Authority, Department for Education, Groupcall, ParentPay, training providers, occupational health, Public Health, Medical Tracker	Public task
Health/medical information	Necessary for preventive or occupational medicine	Local Authority, Department for Education, occupational health	Public task
E-mail address	N/A	Tapestry, Google Log-Ins, Spag.com, Zoom, Padlet, HutSix, Classroom Secrets, Twinkl, School Cloud System,	Public Task
Attendance Records at staff	N/A	Not shared externally	Public Task

meetings and staff training			
Staff personal characteristics i.e. Religion/Gender/Ethnicity	Consent Substantial Public interest, Article 9	Local Authority – Confidential Recruitment Monitoring, Diocesan Education Service annual census	Public Task, Article 6 & Necessary for archiving, historical research or statistical purposes in the public interest

**Table 5 - Personal information we are required to process because of a contract we have with you or because you have asked us to take specific steps before entering into a contract**

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Personal information – name, address, employment/teacher number, salary information, hours of work	N/A	Local Authority & Department for Education	Contract
Sick Pay and other entitlements	N/A	Local Authority & Department for Education, Occupational Health	Contract
Recruitment Information – Application Forms, interview notes, Medical questionnaires & references	N/A	WCC Team Prevent, Local Authority & Ofsted	Public Task/Legal obligation
Absence Records (including number of absences, reasons for absence & self-certification forms)		Local Authority – HR & Payroll team, Occupational Health	Public Task
Disciplinary action taken		Local Authority – HR advisory team	Public Task
Grievances		Local Authority – HR advisory team where relevant	Public Task
P45 Forms		Local Authority – HR & Payroll team	Public Task
Consent Forms i.e GDPR, Policy Agreement		Not shared externally	
Staff personal bank details		Local Authority requirement for Payroll System	Contract
Appraisal Records, appraisal notes, feedback from colleagues, updated job descriptions, pay & promotion		Not shared externally	

recommendations			
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