Newport Infant School and Nursery

Privacy Notice (How we use staff workforce information)

Date of Last Review	June 2026
Policy Lead	Governing Body
Date of Policy Adoption by Governing Body	June 2026
Frequency of Review	Annually
Review Due	June 2027

Privacy Notice (How we use staff workforce information)

The Data Protection Act (2018) sets out in UK law the legal framework with which education settings, local authorities and the department for education must comply when they process personal data. It is based on the UK General Data Protection Regulation (UK GDPR).

Please find out more by accessing our Data Protection Policy.

Newport Infant School and Nursery will ensure that all personal data, whether paper or electronic, collected about staff, children, governors, and other individuals is collected, stored and processed in accordance with the law.

Under data protection law, individuals have a right to be informed about how we use any personal data that we hold about them. We comply with this right by providing privacy notices to individuals when we are processing their data.

Newport Infant School and Nursery is the *data controlle*r for the use of personal data in this privacy notice. The *data protection officer* for Newport Infant School and Nursery is a local authority officer: **Mr Rob Montgomery**

The categories of school information that we process

These include:

- Name, address and contact details, including email address and telephone number, date of birth and gender;
- Terms and conditions of employment;
- Details of qualifications, skills, experience and employment history, including start and end dates, with previous employers and with Newport Infant School and Nursery
- Information about remuneration, including entitlement to benefits such as pensions; • Bank account and national insurance number details;
- Information about marital status;
- Name and contact number of emergency contacts;
- Information about nationality and entitlement to work in the UK; • Information about criminal records (if applicable);
- Details of working patterns and attendance at work;
- Details of all periods of leave including; sickness absence, unpaid leave and extended leave, maternity/paternity/adoption/shared parental leave, dependent leave, compassionate leave, and the reasons for the leave;
- Details of any formal disciplinary or grievance procedures in which employees have been involved, including any warnings issued and related correspondence;
- Assessments of employee performance, including appraisals, performance reviews and ratings, probation reviews; performance improvement plans and related correspondence;
- Information about medical or health conditions, including whether or not employees have a disability for which Newport Infant School and Nursery needs to make reasonable adjustments;
- Information relating to employees' health and safety at work;

- Equal opportunities monitoring information including information about employees' ethnic origin, sexual orientation, and religion or belief.
- Photographs - for security purposes, school newsletters, media and promotional purposes

Newport Infant School and Nursery may collect this information in a variety of ways. For example, data might be collected through application forms, obtained from passports or other identity 2 documents such as driving licences; from forms completed by employees at the start of or during employment; from correspondence with employees; or through interviews, meetings or other assessments. In some cases, Newport Infant School and Nursery may collect personal data about its employees from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law. In most cases, Newport Infant School and Nursery will only seek information from third parties with the prior consent of the employee(s) in question.

Why we collect and use workforce information

We use workforce data to:

a) enable the development of a comprehensive picture of the workforce and how it is deployed
b) inform the development of recruitment and retention policies
c) enable individuals to be paid

Newport Infant School and Nursery needs to process personal data to enter into an employment contract with its employees and to meet its obligations under employee employment contracts. For example, Newport Infant School and Nursery needs to process employee personal data to provide an employment contract, to pay an employee in accordance with their employment contract and to administer entitlements such as pension benefits. In some cases, Newport Infant School and Nursery needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws. Processing employee data allows Newport Infant School and Nursery to:

- Run recruitment and promotion processes;
- Develop an overview of the school's workforce and how it is deployed
- Maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- Enable Individuals to be paid and make PAYE and pension contributions
- Operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- Operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- Operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- Obtain occupational health advice, to ensure that Newport Infant School and Nursery complies with duties in relation to individuals with disabilities, meet its obligations under

health and safety law, and ensures that employees are receiving the pay or other benefits to which they are entitled;
- Operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that Newport Infant School and Nursery complies with duties that employees are receiving the pay or other benefits to which they are entitled;
- Ensure effective general HR and business administration;
- Provide references on request for current or former employees;
- Respond to and defend against legal claims; and
- Fulfil any statutory reporting obligations.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities). Where Newport Infant School and Nursery processes other special categories of personal data, such as information about ethnic origin, sexual orientation, religion or belief, this is for the purposes of equal opportunities monitoring. Data that Newport Infant School and Nursery uses for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether to provide such data and there are no consequences of deciding against this.

The lawful basis on which we use this information

Our lawful basis for collecting and processing workforce information is defined in GDPR under Article 6. The following elements of the article apply:

a) Consent: where you have given Newport Infant School and Nursery clear consent to process your personal data for a specific purpose
b) Contract: the processing is necessary for a contract you have with Newport Infant School and Nursery
c) Legal obligation: the processing is necessary for Newport Infant School and Nursery to comply with the law
d) Vital interests: the processing is necessary to protect someone's life.

Our lawful basis for collecting and processing workforce information is further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special category data. The following elements of the article apply:

a) Where you have given your explicit consent to the processing of personal data for one or more specified purposes
b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law
c) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee
g) processing is necessary for reasons of substantial interest

Collecting workforce information

We collect your personal information via application forms, data collection forms and electronic staff portal. On some occasions, we process personal information on the basis of consent, for example, when we wish to take and photo images for social media or school newsletters. Consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with 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 in this.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our website Policies – Newport Infant School and Nursery

Who we share workforce information with

We will share workforce information with appropriate external agencies to meet our legal obligation or where we have sought your permission. The agencies who we routinely share workforce information with include:

- Our Local Authority (where applicable)
- The Department for Education (DfE)
- HM Revenue and Customs (HMRC)
- Teachers' Pension Scheme (TPS)
- Local Government Pension Scheme (LGPS)
- Disclosure and Barring Service
- Companies to fulfil our statutory reporting obligations
- Health authorities
- Public Health England
- Police forces, courts, tribunals
- Professional bodies

Why we share school workforce information

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

Local authority

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

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections, under:

School Workforce Census

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

For more information, please see 'How Government uses your data' section.

For privacy information on the data the Department for Education (DfE) collects and uses, please see: https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers.

Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact Emma Heeley, Headteacher at a2074@telford.gov.uk or 01952 386610 or the School's Data Protection Officer, Rob Montgomery by email at Robert.Montgomery@telford.gov.uk or by telephone 01952 383103.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'

- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

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 raise a concern with ICO

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Emma Heeley, Headteacher by email at **a2074@telford.gov.uk** or telephone 01952 386610.

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 in June 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact Emma Heeley, Headteacher by email at a2074@telford.gov.uk or by telephone 01952 386610 or the School's Data Protection Officer, Rob Montgomery by email at IG@telford.gov.uk or by telephone 01952 383103.

How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) 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

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) 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 for Education (DfE)

The Department for Education (DfE) 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 for Education (DfE) will only share your personal data where it is lawful, secure and ethical to do so and 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 the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education's (DfE) data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of UK GDPR, you're entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you

should make a ‘subject access request’. See the guide for details: https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

Further information on what personal information the Department for Education (DfE) holds about you is published in the privacy notice for education providers’ workforce, including teachers. This is available below:

https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers

To contact the Department for Education (DfE): https://www.gov.uk/contact-dfe