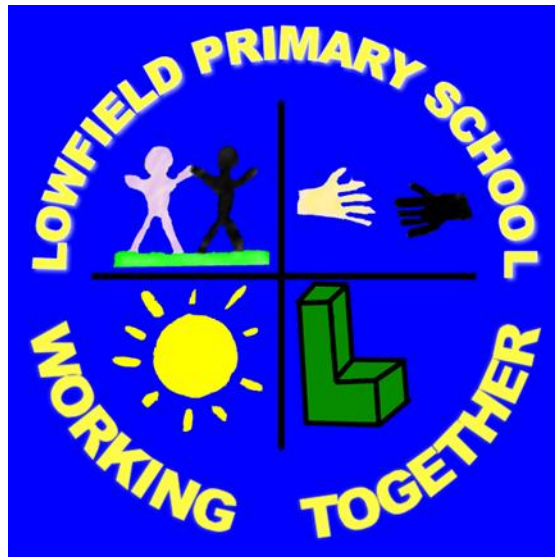


# Privacy notice for the school workforce



## Lowfield Primary School

**Policy written: April 2024**

**Next reviewed: April 2025**

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## 1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals we employ, or otherwise engage with our school** in roles such as volunteers, governors/trustees.

We, **Lowfield Primary School, Sheffield**, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is **EduDataPro** (see 'Contact us' below).

## 2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you may include, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information [Paid roles only]
- Bank account details, payroll records, National Insurance number and tax status information [paid roles only]
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- (For governors/trustees) Governance details (such as role, start and end dates and governor ID)
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence or other evidence of identity
- (For governors/trustees) Information about business and pecuniary interests
- Photographs and CCTV images captured in school/on site
- Data about your use of the school's information and communications system, equipment and facilities
- Results from online searches during the recruitment process

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of including information about disability and access requirements
- Absence & Sickness records, occupational health referrals and reports or statements of fitness for work from you GP or hospital
- Ethnicity

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service (DBS) in respect of criminal offence data.

### 3. Why we use this data

We use the data listed above to:

- a) Enable you to be paid [where applicable]
- b) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- c) Support effective performance management
- d) Inform our recruitment and retention policies
- e) Allow better financial modelling and planning
- f) Enable equalities monitoring
- g) Improve the management of workforce data across the sector
- h) Ensure that appropriate access arrangements can be provided for people that require them
- i) Establish and maintain effective governance
- j) Meet statutory obligations for publishing and sharing details about governors
- k) To monitor your use of our information and communication systems to ensure compliance with our IT policies
- l) To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- m) Support the work of the School Teachers' Review Body

#### 3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Contact us' below).

#### 3.2 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### 4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- **Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.  
For example: Employed staff have a contract with the school
- **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations). We need to process data to meet our responsibilities under law as set out here: <https://www.gov.uk/government/collections/statutory-guidance-schools>  
An example of this is 'safeguarding children and young people'
- **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law. Managing a school is considered a 'task in the public interest'. Further details are available here: <https://www.gov.uk/government/collections/statutory-guidance-schools>
- Ask for your **Consent:** the individual has given clear consent for you to process their personal data for a specific purpose. An example of this may be certain uses of photos of you.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

#### 4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your **consent** to use it in a specific way
- We need to protect an individual's **vital interests** (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been **made manifestly public** by you
- We need to process it for, or in connection with, **legal proceedings**, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of **substantial public interest** as defined in legislation

## 5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Health Authorities, GPs or Occupational Health
- Government departments or agencies
- Police forces, courts, tribunals

- Previous employer or Personal Referee
- Your use of the school network and equipment via our appropriate filtering and monitoring systems in line with [DfE guidance](#)
- Online searches carried out by the school or on behalf of the school in-line with the DfE [KCSIE 2023 guidance](#) Section 221. *“...as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates.”*

## 6. How we store this data

We keep personal information about you while you work at our school. We may also keep it beyond your employment at our school if this is necessary. Our data retention policy sets out how long we keep information about staff. For a copy of this please contact the school office.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## 7. Who we share data with

We routinely share information with:

- Our local authority, Sheffield City Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Learn Sheffield Governance Service
- The Department of Education - e.g. workforce census

We do not share information about you with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Your family and representatives - next of kin in emergency
- Ofsted, our regulator
- Suppliers and service providers:
  - IT support
  - HR services
  - Catering services
  - Employment checking services e.g. DBS
- Financial organisations such as South Yorkshire Pension Authority – LGPS
- Future employers for references
- Our auditors
- Survey and research organisations e.g. School Teachers’ Review Body
- NHS teams and professionals
- Health and social welfare organisations
- Police forces, courts, tribunals - only when required by law
- Professional advisers and consultants
- Charities and voluntary organisations
- Employment and recruitment agencies - e.g. references

### 7.1 Transferring data internationally

We may share personal information about you with the following international third parties, where different data protection legislation applies:

- Google G Suite Hosting [Data Processing Amendment and model contract clauses in place]

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## 8. Your rights

### 8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

### 8.2 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

## 9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113

- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 10. Contact us

Our data protection officer is:

- **Toby Wilson - EduDataPro [dpo@edudatapro.com](mailto:dpo@edudatapro.com) Tel: 07472881114**

However, our **data protection lead** has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them:

- School Business Manager - Lisa Wainwright