

DOCUMENT CONTROL SHEET

Document Title: Full Privacy Notice – Workforce

Revision History

Issue Number	Date	Reason for issue
1.0	April 2018	Implementation of the UK General Data Protection Regulations (UK GDPR) coming into force in 2018.
	Sept 2020	Updated
	October 2021	Updated
	July 2022	Updated
	July 2023	Updated
	June 2024	Updated
	July 2025	Reviewed

Document Authorisation

Issue Number	Date	Group
1.0	April 2018	Data Protection Officer
	April 2018	Senior Information Governance Officer
	July 2022	Senior Information Governance Officer
	July 2023	Senior Information Governance Officer
	June 2024	Checked with Senior Information Governance Officer
	July 2025	Awaiting updated version from DPO expected Autumn Term 2025

Burradon Community Primary School

Privacy Notice (How we use school workforce information)

We collect and use personal information under lawful basis for collecting and using employee information for general purposes and in line with “Article 6” and “Article 9” of the UK General Data Protection Regulation (UK GDPR).

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

For details of what we collect, process, hold and share, please visit the Information Commissioner’s Office (ICO) Data Protection Register on

<https://ico.org.uk/esdwebpages/search> and enter: **Z1096026** or go to <https://ico.org.uk/esdwebpages/entry/Z1096026>

Why we collect and use this information

We use school workforce data to:

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

The lawful basis on which we process this information

We process this information under Education Act 1996, and the General Data Protection Act Article 6, and Article 9 where data processed is special category data of the UK General Data Protection Regulation (UK GDPR).

Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.

Article 9 (GDPR) condition: For substantial public interest on legal basis.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data to termination of employment plus 6 years.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)

Why we share school workforce information

We do not share information about 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)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

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

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department 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 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 DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

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

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, you have the right to request access to the information that we hold about you (Subject Access Request). If you would like exercise the above rights or request a copy of some or all of your personal information, please email us at; burradon.primary@northtyneside.gov.uk or write to us at;

**Burradon Community Primary School Burradon Road Burradon Cramlington
Northumberland NE23 7NG**

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 are unhappy with the use of your information please contact the Data Protection Officer at:

Data Protection Officer
North Tyneside Council
Quadrant
The Silverlink North
Cobalt Business Park
North Tyneside
NE27 0BY

Tel: 0191 643 2333

Email: dpo.schools@northtyneside.gov.uk

You have the right to complain to the Information Commissioners Office if you are unhappy with the way we process your data. Details can be found [here](#).

Your rights

You have the right to ask us to stop using your personal data. Wherever possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.

We aim to ensure that the information we hold about you is accurate and up to date. However, there may be situations where you find the information we hold is no longer accurate and you have the right to have this corrected.

Changes to our privacy policy

We keep this policy under regular review and we will place any updates on our website at burradoncommunityprimaryschool.co.uk

Further information

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact:

**Miss A L Hunter Burradon Community Primary School Burradon Road Burradon
Cramlington Northumberland NE23 7NG**