



Privacy Notice

(Staff - how we use employee information)

Updated Sept 2025

Review Sept 2026

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1. The categories of school information that we process

These include, but are not necessarily limited to:

- Personal information (such as name, address, national insurance number).
- Contact details and preference (contact telephone numbers, email addresses, addresses);
- Characteristics (such as ethnicity, religion, language, nationality, country of birth);
- The terms and conditions of your employment;
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- Information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- Details of your bank account and national insurance number;
- Information about your marital status, next of kin, dependants and emergency contacts;
- Information about your entitlement to work in the UK;
- Information about your criminal record;
- Details of your schedule (days of work and working hours) and attendance at work;
- Details of periods of leave taken by you, including holiday, sickness absence, family and compassionate leave, sabbaticals and the reasons for any of these;
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- Assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence;
- Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments and fulfil its duty of care (including the use of external Occupational Health Services if necessary);
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief, where this has been provided;
- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes);

We may also hold personal data about you from third parties, such as references supplied by former employers; information provided during the completion of our pre-employment checks and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

2. Why we collect and use this information

We use this data to (amongst other things):

- Enable you to be paid and other benefits be provided;
- Facilitate our safer recruitment of staff, as part of our safeguarding obligations towards pupils;
- Fulfil our legal obligations in recruiting staff;
- Support effective performance management and appraisal;
- Support effective management of the school workforce, along with the implementation of its policies and procedures;
- Inform our recruitment and retention policies;
- Allow better financial modelling, administration and planning;
- Provide references where requested;
- Equalities monitoring and reporting;
- Respond to any staffing issues;
- Improve the management of workforce data;
- Assess the quality of our services;
- Comply with the law regarding data sharing.

3. The lawful basis on which we collect and use this information

Our lawful basis for collecting and processing staff information as defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- (a) Data subject gives consent for one or more specific purposes.
- (c) Processing is necessary to comply with the legal obligations of the controller.
- (d) Processing is necessary to protect the vital interests of the data subject.
- (e) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

Our lawful basis for collecting and processing your information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

- (a) The data subject has given explicit consent.
- (b) It is necessary to fulfill the obligations of controller or of data subject.
- (c) It is necessary to protect the vital interests of the data subject.
- (d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions).
- (h) Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment.
- (i) It is in the public interest.

When we have obtained consent to use staff members personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

4. Collecting workforce information

We collect personal information via staff application/contracts etc.

Workforce data is essential for the School'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.

5. Storing workforce information

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our retention policy.

Please refer to our *Records Retention and Deletion/Disposal Policy* for more information.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed.

6. Who we share workforce information with

We may share staff information with appropriate third parties, including:

- Our Local Authority (North Lincolnshire) – to meet our legal

obligations to share certain information with it, such as safeguarding concerns and information relating to certain staffing matters.

- The Department for Education (DfE) - to meet our legal obligations to share certain information with it
- Your family and representatives – such as in the event of an emergency.
- Educators and examining bodies – such as ensuring we adhere to examining regulations to guarantee the validity of examinations.
- Ofsted – such as during the course of a school inspection.
- Suppliers and service providers – to enable them to provide the service we have contracted them for e.g., HR, payroll/accountants.
- Central and local government – such as workforce analysis.
- Our auditors, to ensure our compliance with our legal obligations.
- Health Authorities and Occupational Health and employee support schemes – to ensure the wellbeing of our staff body in accordance with our responsibilities as employer.
- Security organisations – to create a secure workplace for staff.
- Health and social welfare organisations – to ensure the wellbeing of our staff body in accordance with our responsibilities as employer.
- Professional advisers and consultants – for us to develop our service to best provide our public service.
- Charities and voluntary organisations.
- Police forces, courts, tribunals.
- Employment and recruitment agencies.
- Future employers.

7. Why we share school workforce information

We do not share information about you 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 of 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.

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

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

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

8. Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Christopher Hockaday.

You also have the right to:

- Ask us for access to information about you that we hold;
- Have your personal data rectified, if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- Restrict our processing of your personal data (i.e. Permitting its storage but no further processing);
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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

9. How government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- Informs departmental 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.

10. Data collection requirements

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>.

11. Sharing by the DfE

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.

12. How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this

can be found within the Department's personal information charter that is published at the address below:

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

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

13. Complaints

To make a complaint, please contact our Data Protection Officer: Christopher Hockaday, Rowan Education Independent Special School, Heslam Park, Scunthorpe, DN16 2AG.

Alternatively, or failing a satisfactory conclusion, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF