

# Privacy Notice

## (How we use workforce information)



### Introduction

Bitterne Manor Primary School is the data controller for the personal data we collect about our workforce.

We are committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal data about you in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### Scope

This policy applies to:

- Job applicants
- Current employees
- Former employees
- Contractors and agency staff (where applicable)

### Categories of Information Collected

We may collect, store and use the following categories of personal data:

#### Personal Information

- Name, address, telephone number, email address
- Date of birth
- National Insurance number
- Bank account details
- Employee or teacher number
- Photographic identification
- Criminal convictions (where required for safeguarding)

#### Special Category Data

- Gender
- Age
- Ethnic group
- Health and medical information

#### Employment Information

- Job title, roles, and responsibilities
- Start date and employment history
- Salary and payroll details
- References and previous employment
- Next of kin details
- DBS checks and safeguarding records
- Disciplinary and grievance records
- Training and performance management records

## **Absence Data**

- Sickness and other absence records, including reasons

## **Qualifications**

- Education history
- Professional qualifications
- Subjects taught

## **Purpose of Processing**

We process workforce data to:

- Support recruitment and safer recruitment practices
- Enable payroll and contract administration
- Maintain accurate staff records
- Ensure safeguarding compliance
- Support workforce planning and development
- Inform recruitment and retention strategies
- Meet statutory reporting requirements, including the School Workforce Census

## **Lawful Basis for Processing**

We process personal data under the following lawful bases:

Article 6 – Lawful Processing

- (b) Contractual necessity
- (c) Legal obligation
- (e) Public task
- (f) Legitimate interests
- (a) Consent (where applicable)

Article 9 – Special Category Data

- (b) Employment and social protection law
- (h) Occupational health
- (a) Explicit consent (where required)

## **Data Collection Methods**

We collect personal data through:

- Application and recruitment processes
- Pre-employment checks and references
- Payroll and HR forms
- Declarations and training records
- Ongoing employment communications

Where data is mandatory, this will be made clear. Failure to provide required information may affect employment.

## **Data Storage and Retention**

We store personal data securely and retain it:

- For the duration of employment; and
- For 7 years after employment ends, in line with our retention schedule

Retention follows local authority guidance:

## **Data Sharing**

We may share workforce data with:

- Local Authority
- Department for Education (DfE)
- Payroll providers (e.g. Southampton City Council / Capita)
- Pension providers
- Multi-Academy Trusts (where applicable)

We do not share personal data unless it is lawful and necessary.

## **Statutory Data Sharing**

### **Local Authority**

We are required to share workforce data under the Education (Supply of Information about the School Workforce) (England) Regulations 2007.

### **Department for Education (DfE)**

We submit data as part of the School Workforce Census, required under the Education Act 2005.

The DfE uses this data to:

- Monitor workforce trends
- Inform education policy
- Support funding decisions

The DfE may share anonymised or controlled data with third parties for research purposes.

Further information:

- <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

## **Data Security**

We implement appropriate technical and organisational measures to:

- Protect personal data from unauthorised access
- Prevent loss, destruction, or damage
- Ensure confidentiality and integrity

Access to personal data is restricted to authorised personnel only.

## **Your Rights**

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request erasure (where applicable)
- Restrict processing
- Object to processing
- Request data portability
- Challenge automated decision-making

## **Requests and Contact Details**

To make a data protection request or raise a concern, contact:

Mrs Kirsty Niziolek

Email: admin@bitternemanor.net

### **Complaints**

If you are dissatisfied with how your data is handled, you should contact the school in the first instance.

You may also contact the Information Commissioner's Office (ICO):

<https://ico.org.uk/concerns/>

### **Policy Review**

This policy will be reviewed annually or sooner if:

- There are changes to legislation
- Guidance from the ICO or DfE is updated
- School practices change