

# Holy Trinity C of E School

## Privacy Notice

### How We Use Workforce Information

This privacy notice explains how our school collects, stores, and uses personal data relating to members of our workforce. This includes employees, trainees, volunteers, and others engaged to work at the school.

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### The Categories of Workforce Information We Process

We process the following categories of personal data:

- Personal information such as name, employee or teacher number, national insurance number, and contact details
- Characteristics information such as sex, age, and ethnic group
- Contract information such as start date, hours worked, post, roles, and salary information
- Work absence information such as number of absences and reasons
- Qualifications and, where relevant, subjects taught
- Relevant medical information where necessary to support employment or meet legal obligations
- Payroll information and bank details
- Address and emergency contact details

This list is not exhaustive. For a full and current list of the categories of information we process, please see the school's Data Asset Register or the most recent version of this privacy notice on our website.

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### Why We Collect and Use Workforce Information

We use workforce data to:

- Enable the effective deployment and management of staff
- Inform recruitment, retention, and workforce planning
- Enable individuals to be paid
- Meet statutory reporting requirements
- Support staff wellbeing, health, and safety
- Fulfil our safeguarding responsibilities
- Support performance management and professional development

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## **The Lawful Basis for Using This Information**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing personal data include:

- Article 6(1)(c) Legal obligation
- Article 6(1)(e) Public task
- Article 6(1)(b) Contract

Where we process special category data, such as health or equality information, we rely on:

- Article 9(2)(b) Employment, social security, and social protection law
- Article 9(2)(g) Substantial public interest

These bases are supported by relevant education and employment legislation, including the Education Act and the Education (Supply of Information about the School Workforce) (England) Regulations 2007.

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## **Collecting Workforce Information**

We collect workforce information through a range of methods, including application forms, contracts of employment, payroll systems, absence reporting systems, and professional development records.

While most of the information we collect is mandatory, some information may be provided voluntarily. We will make this clear at the point of collection.

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## **Storing Workforce Information**

We hold workforce data securely and only for as long as is necessary, in line with our data retention schedule. This includes appropriate technical and organisational measures to protect personal data.

Further information about how we store and protect personal data can be found in our Data Protection and Retention Policies, available on the school website.

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## **Who We Share Workforce Information With**

We routinely share workforce information with:

- Our local authority, where applicable
- The Department for Education (DfE)
- Payroll and pension providers
- Professional advisers where required by law

We only share information where it is lawful, necessary, and proportionate.

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## Why We Share Workforce Information

We do not share personal information about workforce members without consent unless the law allows or requires us to do so.

### Local Authority

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

### Department for Education (DfE)

We are required to share information about our school workforce with the Department for Education 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 the Department for Education in line with government security standards.

For more information about how the DfE uses data, please see the section titled *How Government Uses Your Data* below.

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## Your Rights

Under UK GDPR, you have the right to:

- Be informed about how your personal data is used
- Access personal data we hold about you
- Request correction of inaccurate or incomplete data
- Request erasure of personal data, where applicable
- Request restriction of processing, where applicable
- Object to processing in certain circumstances
- Rights related to automated decision making and profiling

- Withdraw consent, where consent is the lawful basis

Some rights do not apply where processing is required by law or for public task purposes.

You also have the right to complain to the Information Commissioner's Office if you believe your data has been used incorrectly.

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## Requesting Access to Your Personal Data

To make a subject access request or exercise your rights, please contact the school's Data Protection Officer.

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## How Government Uses Your Data

The workforce data shared with the Department for Education is used to:

- Inform policy on pay and workforce planning
- Monitor the effectiveness and diversity of the school workforce
- Support school funding and expenditure decisions
- Enable long term research and analysis

The Department for Education may share workforce data with third parties where it is lawful, secure, and ethical to do so, and only following strict approval processes.

Further information about DfE data sharing can be found on the government website.

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## Last Updated

This privacy notice will be reviewed regularly.

Last updated: **January 2026**

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## Contact

If you have any questions about this privacy notice or how your personal data is used, please contact Jade Wakefield the headteacher via the School office/