Privacy Notice for Staff

Under UK data protection, individuals have a right to be informed about how the school uses any personal data. The school must comply with this requirement by providing privacy notices to inform individuals about how their personal data will be processed.

This privacy notice explains how the school will collect, store and use personal data about staff.

Who processes your information?

The school is the Data Controller of the personal information you provide. This means the school determines the purpose for which, and the manner in which, any personal data is to be processed.

In some cases, personal data processing will be outsourced to a third party, however this will only be done with your consent, unless the law specifies otherwise. Where the school does outsource to a third party the same data protection principles that the school upholds will apply to the processor/supplier.

Evolution HR Services Ltd is the Data Protection Officer (DPO). Whilst the school remains overall responsibility for Data Protection, the DPO will oversee and monitor the schools data protection procedures, ensuring they are compliant with the Data Protection Act 2018. The DPO can be contacted on 07747 611662 or via email at info@evolutionhrservices.co.uk.

The categories of staff information that we process

These include:

- personal information such as, name, employee or teacher number, national insurance number;
- special categories of data including characteristics such as gender, age, ethic group;
- contract information;
- work absence information;
- qualifications and employment records;
- next of kin and emergency contact details;
- bank details;
- CCTV;
- photographs;
- data about your use of school's information and systems.

Why we collect and use staff information

The purpose of collecting and processing your data helps the school to do the following:

- enable staff to be paid;
- enable safer recruitment, as part of our safeguarding responsibilities;
- support effective performance management;
- inform the recruitment and retention policies;
- allow better financial modelling and planning;
- undertake ethnicity and disability monitoring;
- improve the management of staff data across the sector;
- support the work of the School Teachers Review Body.

The school will use a lawful basis to collect, use and store your data. The lawful basis includes the following categories of Article 6 of GDPR and Article 9 of GDPR.

- contract: the processing is necessary for a contract with individuals, (either permanent or temporary) or because of the need to take specific steps before entering into a contract.
- legal obligation: the processing is necessary for us to comply with the law.
- public task: the processing is necessary for you to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law
- legitimate interests: the processing is necessary for the school processing data to perform our official tasks or for our legitimate interests or the legitimate interests of a third party.
- consent: Where an individual has given clear consent for the school to process their personal data for a specific purpose

There are also additional rules and legislation that the school needs to comply with in regards to your data, these include:

- Employment Rights Act 1996
- National Minimum Wage Act 1998
- Employment Relation Act 1999
- Maternity and Paternity etc Regulations 1999
- Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Transfer of Undertakings (Protection of Employment) Regulations 2006
- The Equality Act 2010
- Agency Workers Regulations 2010
- Working Time Regulations 1998
- Data Protection Act 2018
- Health & Safety at Work Act 1974

Collecting staff information

We collect personal information via your application for work at the school and manage your ongoing career at the school.

Staff data is essential for the schools 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.

Storing staff information

We hold data securely for the set amount of time shown in our Data Retention Policy. To obtain a copy please speak to your school office.

Who and why we share staff information

The school will not share your personal data with any third party without your consent, unless the law requires us to do so. Where it is legally required or necessary, and it complies with UK data protection law, we may share your data with:

- our local authority. To meet our obligations to share certain information with them as listed under section 5 of the Education (Supply of Information about School Workforce) (England) Regulations 2007, such as safeguarding concerns and information about headteacher performance and staff dismissals;
- The Department of Education. This data sharing underpins workforce monitoring, evaluation, and links to school funding/expenditure and the assessment of educational attainment. 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.
- educators and examining boards;
- Ofsted;
- suppliers and service providers – e.g. payroll providers;
- financial organisations;
- our auditors;
- security organisations;
- professional advisers and consultants;
- charities and voluntary organisations;
- police forces, courts, tribunals.

The school also uses various systems, such as assessment and reporting software, communication systems and curriculum software that may process personal data. As the Data Controller the school will ensure that processors meet and uphold the required data protection standards.

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 our Data Protection Officer via your school office.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete

- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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.

Withdrawal of consent and the right to lodge a complaint
Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please refer to the school Data Protection Complaints Policy. This will explain your rights of complaint.

Last Updated
We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 14th May 2026.

Contact
If you would like to discuss anything in this privacy notice, please contact: Data Protection Officer Hepworth Junior and Infant School, Maingate, Hepworth HD9 1TJ

How government uses your information

The staff 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 schools staff
- links to the schools funding and expenditure
- supports 'longer term' research and monitoring of educational policy

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.

Sharing by the Department

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.

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.