



(WORKFORCE INFORMATION) PRIVACY NOTICE For Hernhill CE Primary

Privacy Notice - How We Use Workforce Information

Hernhill C of E Primary School collects and processes personal information relating to members of staff, volunteers, governors, contractors and others working within the school in order to carry out its responsibilities as an employer and educational setting.

This privacy notice explains how and why we collect, use, store and share workforce information. We collect and process this information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Education Act 1996 and other employment and safeguarding legislation. The lawful bases we rely on include Article 6(1)(b), Article 6(1)(c) and Article 6(1)(e) of the UK GDPR. Where special category data is processed, we rely on Article 9(2)(b), Article 9(2)(g) and Article 9(2)(h).

The categories of workforce information that we process include:

- personal information (such as name, title, address, telephone number, email address, date of birth, employee number, teacher reference number and national insurance number)
- characteristics information (such as age, gender, ethnicity and disability information where voluntarily provided)
- recruitment and vetting information (such as application forms, references, qualifications, employment history, right to work documentation and DBS information)
- contract and employment information (such as start date, job role, working hours, salary, pension and payroll information)
- absence and leave information (such as sickness absence, family leave and other leave requests)
- qualifications, training and professional development records
- appraisal, capability and performance management information
- safeguarding and conduct information, including disciplinary and grievance records where applicable
- medical and occupational health information where relevant to employment or workplace safety
- photographs, video recordings and consent preferences relating to publicity, social media and the school website
- IT and online safety information (such as usernames, login details, device usage and filtering/monitoring records used to keep users safe online)

- emergency contact and next of kin information
- information relating to school visits, residential and enrichment activities where staff are involved.

This list is not exhaustive. If you would like further information about the categories of workforce information we process, please contact Mrs Alexander, Headteacher.

Email: office@hernhill.kent.sch.uk

Why we collect and use workforce information

We collect and use workforce information for the following purposes:

- a) to support the recruitment, employment and management of staff
- b) to enable staff to be paid and pension contributions to be processed
- c) to fulfil our legal obligations as an employer
- d) to support safeguarding and safer recruitment procedures
- e) to monitor staff attendance, wellbeing and professional conduct
- f) to support appraisal, capability and professional development processes
- g) to enable the effective deployment and management of the workforce
- h) to communicate effectively with staff and maintain operational systems
- i) to provide access to school IT systems, online platforms and digital safeguarding tools
- j) to meet statutory duties placed upon us, including workforce data collections required by the Department for Education (DfE) and local authorities
- k) to support health and safety arrangements and workplace wellbeing
- l) to assess and improve the quality of our educational provision and services.

Collecting workforce information

We collect workforce information in a variety of ways, including through application forms, recruitment processes, employment contracts, payroll documentation, occupational health records, communications with staff and information provided by referees, previous employers and relevant professional bodies.

Workforce data is essential to the day-to-day operation of the school and to fulfilling our responsibilities as an employer. Whilst much of the information you provide to us is required by law or necessary for us to carry out our contractual and public duties, some information is provided on a voluntary basis.

In accordance with UK data protection legislation, we will make it clear at the point of collection whether providing specific information is mandatory or optional, and explain the possible consequences of not providing certain information where relevant.

Storing workforce information

We hold workforce information securely and retain it in accordance with our data retention schedule and applicable data protection legislation. Information may be stored electronically on secure school systems and, where appropriate, in paper records held securely on site.

We have appropriate technical and organisational security measures in place to help protect personal information from accidental or unlawful loss, misuse, alteration or unauthorised access. Access to workforce information is limited to authorised staff and individuals who need the information in order to carry out their professional responsibilities.

We regularly review our data protection, information security and record retention procedures to ensure that workforce information remains safe and secure.

For further information about how long we retain information and how we keep data secure, please contact Mrs Alexander, Headteacher.

Who we share workforce information with

We routinely share workforce information with:

- Kent County Council and other relevant local authority services
- the Department for Education (DfE)
- payroll, pension and HMRC services
- occupational health and healthcare professionals where appropriate
- safeguarding partners and statutory agencies where required
- providers of educational software, online learning platforms and school communication systems used by the school
- organisations supporting staff training, professional development and qualifications
- Ofsted and other bodies responsible for monitoring school standards
- contracted providers who support the operational running of the school, where appropriate data sharing agreements are in place.

Why we regularly share 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.

We routinely share workforce information where it is necessary to fulfil our responsibilities as an employer, support safeguarding arrangements, meet statutory obligations, and ensure the effective operation of the school.

We may also share information where necessary to:

- safeguard and promote the welfare of children and staff
- fulfil our statutory safeguarding duties under Keeping Children Safe in Education
- administer payroll, pensions and employment services
- support occupational health and workplace wellbeing
- monitor workforce diversity, recruitment and retention
- fulfil legal and regulatory requirements, including statutory workforce data returns.
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Where information is shared, this is done securely using approved methods of transfer and only where there is a lawful basis for doing so.

Local Authority

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

Department for Education (DfE)

The Department for Education (DfE) collects personal data from schools and local authorities through a number of statutory data collections. We are required to share certain information about members of our workforce with the Department for Education (DfE) for the purpose of those collections.

This sharing is required 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 (DfE) in accordance with current government security standards.

For more information about how the Department for Education collects and uses information, please visit:

[DfE Privacy Information: Education Providers' Workforce, Including Teachers](#)
[Department for Education – Data collection and censuses for schools](#)

Requesting access to your personal data

Under UK data protection legislation, workforce members have the right to request access to personal information that we hold about them.

To make a request for access to your personal information, please contact Mrs Alexander, Headteacher, via the school office.

You also have the right to:

- be informed about how we collect and use personal information
- request access to personal information held about you (known as a Subject Access Request)
- request that inaccurate or incomplete information is corrected
- request that personal information is erased in certain circumstances
- request that processing of personal information is restricted in certain circumstances
- object to the processing of personal information in certain circumstances
- withdraw consent where consent has previously been given
- complain to the Information Commissioner's Office (ICO) if you believe your information has not been handled correctly.

Please note that some rights are subject to conditions and exemptions under data protection legislation, and there may be lawful reasons why we are unable to comply with part or all of a request.

If you have concerns about the way we collect or use personal information, we encourage you to contact us in the first instance. You also have the right to raise concerns with the Information Commissioner's Office (ICO):

[Information Commissioner's Office \(ICO\) – Raise a concern](#)

How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through statutory data collections:

- informs Department for Education 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.

For more information about how workforce information is shared and used by the Department for Education, please visit:

[DfE External Data Shares](#)

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Alexander, Headteacher
Hernhill C of E Primary School
Fostall
Hernhill
Faversham
Kent
ME13 9JG
Telephone: 01227 751322

This privacy notice may be updated from time to time to reflect changes in legislation or school practice.

Last updated: May 2026