West Earlham Infant and Nursery School Workforce

Data Privacy Notice

March 2026

If you are reading a printed version of this document you should check the data protection/GDPR section on the school website to ensure that you have the most up-to-date version.

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

Data Protection Officer: https://www.gdpris.co.uk/
Telephone: 02039 610 110

If you would like a copy of any documentation please contact the school office:
office@weins.co.uk

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Purpose of this document

West Earlham Infant and Nursery School is a data controller and this document describes the workforce data that is collected and how it is processed. As a controller we are responsible for deciding what data is collected and how it is processed. The school will only collect and process data where it has a legal basis to do so.

Under the Data Protection Act 2018 and the GDPR we must abide by the principle of transparency and the right of data subjects to be informed how their data is processed.

This document provides such information. It will be updated from time to time and updates communicated to the relevant data subjects.

It is your duty to inform us of changes.

The categories of school information that we collect and process include:

In the course of employing staff in our organisation, through the application and recruitment process, we collect the following personal data when you provide it to us for example:

- personal information such as name, national insurance number, address and contact details (home phone number, personal email address), emergency contact / next of kin and financial details;
- Characteristics information (such as date of birth/age, nationality, ethnic group, marital status, religion, gender/sex)
- Documentary Data (such as passport, birth certificate, driving licence, teacher number)
- contractual and employment history information (such as start date, hours worked, post, roles and salary information), work absence information (such as number of absences and reasons);
- disciplinary/grievance/complaint records;
- employee and teacher numbers;
- Education details - qualifications and skills (and, where relevant, subjects taught), safeguarding status, first aid qualifications),right to work information (passport, visa, indefinite leave to remain) ;
- photographic and interactive media;
- criminal record data (if it exists during pre-employment checks including via the Disclosure and Barring Service), prohibition order check results, childcare disqualification check results;
- special category data such as racial/ethnic group, religion, trade union membership (and payroll deductions made), biometric data (entry point and payment systems), sexual orientation (if raised in discrimination issues);
- health data such as occupational health referrals and associated data, pre-employment medicals, disabilities, access to work assessments and associated data; and
- we record CCTV for the safety and security of everyone in the school.

Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed;

- inform the development of recruitment and retention policies;
- enable individuals to be paid;
- to calculate pension payments and any other salary calculations(such as sick pay or maternity pay);
- facilitate safer recruitment;
- ensure effective performance management;

The lawful basis on which we process this information

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we reply on for processing personal information for general purposes are:

- The situation in which we will process your personal information is in accordance with Article 6.1.e of the UK General Data Protection Regulation (UKGDPR) to perform our official function (public task);
- to carry out our duties as an employer under the terms of a contract (Article 6.1.c) and in carrying out obligations and exercising specific rights as the controller (Article 9.2.b);
- where it is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;
- where it is carried out as a task in the public interest such as equal opportunities monitoring, for child protection purposes or where otherwise authorised by law, such as Departmental Censuses as required in the Education Act 1996;
- under the terms of the contract of employment;
- during the recruitment process, background checks will be done, which may involve the collection of criminal convictions. We will process criminal conviction data as it is reported during employment/recruitment to assess the suitability of continued employment/recruitment; and
- where you have given us consent to do so. – where this is the case you may withdraw your consent at any time.

In addition, concerning any special category data

- Conditions UK GDPR- Article 9

Collecting workforce information

Workforce data is essential for the schools/local authority operational use. Whilst the majority of 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.

Information will be collected during the application and recruitment process, from you or your agency (such as applications, new starter forms and contracts). Additional information may be requested from third-parties during the recruitment process, including agencies undertaking background checks and former employers.

We collect personal information during employment (such as change of personal details forms and other data collection forms, as well as reports made by other parties, which may be kept in your personnel file) as and when required.

CCTV recording and monitoring is in use on-site. Please see the organisational CCTV policy for further details.

Storing workforce information

We hold school workforce data securely for the duration documented in our Retention Schedule, which can be requested by contacting the school office.

Who do we share this information with

We routinely share this information with

- Our local authority; (where Applicable)
- The Department for Education (DfE); and

We may have to share your data with third parties who provide services to employees on our behalf. We require third parties to respect the security of your data and treat it in accordance with the law. For a full list of third parties/suppliers the school shares information with please refer to the third party/supplier list available on the data protection/GDPR section of the school website.

Why we share school 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.

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).

The Department for Education (DFE) collects personal data from education settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the DFE for the purpose of those data collections under:

Section 5 of the Education (Supply of information about the school workforce) (England) Regulations 2007 and amendments.

For privacy information on the data the Department for Education (DfE) collects and uses, please see: https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers.

Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the Data Protection Officer.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.

- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at raise a concern with ICO

For further information on how to request access to personal information held centrally by the Department for Education (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 let us know by contacting the DPO (information on the front of this document)

Contact

If you would like to discuss anything in this privacy notice, please contact: office@weins.co.uk or DPO

How Government uses your data

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

- informs the Department for Education (DfE) 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

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) 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 for Education (DfE)

The Department for Education (DfE) 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 for Education (DfE) will only share your personal data where it is lawful, secure and ethical to do so and 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 the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education's (DfE) data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the following website:
https://www.gov.uk/government/publications/dfe-external-data-shares

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of UK GDPR, you're entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. See the guide for details:
https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

Further information on what personal information the Department for Education (DfE) holds about you is published in the privacy notice for education providers' workforce, including teachers. This is available below:

https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers

To contact the Department for Education (DfE): https://www.gov.uk/contact-dfe