

How we use school workforce information

The school workforce includes all those employed to teach, or otherwise engaged to work, either on a paid, contracted or voluntary basis, at Buglawton Primary School.

Why we collect and use workforce information

We use school workforce data to:

- a) enable individuals to be paid
- b) facilitate safe recruitment
- c) support effective performance management
- d) enable the development of a comprehensive picture of the workforce and its deployment
- e) inform the development of recruitment and retention policies
- f) allow better financial modelling and planning

The categories of school information that we process:

- personal information (such as name, employee or teacher number, NI number, address history, proof of identity, DBS number, pre-employment references)
- characteristics information (such as sex, age, ethnic group)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons) and relevant medical information
- qualifications and training records
- photographic records in the school and on Arbor

The lawful basis on which we process this information:

We process this information under Article 6 and Article 9.

- Legitimate Interest: processing is carried out in the course of the school's legitimate activities
- Contract: the processing is necessary for the contract the school has with the individual
- Legal obligation: the processing is necessary for the school to comply with the law (not including contractual obligations)
- Public task: the processing is necessary for the school to perform a task in the public interest or for official functions, and the task or function has a clear basis in law
- For data collection purposes (Departmental Censuses) under the Education Act 1996.

Collecting workforce information

We collect personal information via application forms, references, DBS applications and vetting checks as well as updates to staffing records held such as pay and contract

changes, annual disqualification and driving licence checks.

Workforce data is essential for the school's / local authority's 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 workforce data

We hold data securely throughout your period of employment and for a further 6 years beyond your termination of employment.

Your information will be stored electronically in Word and on Arbor (as required by the Department for Education for Census returns), as well as in a paper file.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred paper-based records and override electronic files.

Who we share workforce information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- third parties in the Local Authority such as Education HR, Transactional Services and Recruitment & Pay

The information shared is done so securely via management information systems such as Arbor, through data collections to the DfE and via securely encrypted emails.

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 educational settings and local authorities via various statutory data collections. We are required to share information about our school employees with the Department for Education (DfE) 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) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How the Government uses your data' section.

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

You have the right under data protection legislation to request access to information about you that we hold. To make a request for your personal information, contact Gaynor Lynch, School Business Manager.

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 have 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.

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 in September 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact the school's Data Protection Officer, Gaynor Lynch, on 01260 633080.

How the 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'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

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