



Privacy Notice for Staff

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

Tunstall Church of England Primary School collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the United Kingdom General Data Protection Regulation (UK GDPR) and we are responsible as 'controller' of that personal information for the purposes of those laws.

Data Protection Lead: Mrs Suzanne Hewett

Data Protection Officer Support Service: SPS DPO Services

The personal information we collect and use Information collected by us

In the course of employing staff in our school we collect the following personal information when you provide it to us:

- Personal information (such as name, address, contact details, employee or teacher number, national insurance number)
- Characteristics (such as gender, 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)
- Qualifications (and, where relevant, subjects taught)
- Relevant medical information
- Payroll, pension and banking information
- Recruitment information including application forms, references, qualifications and employment history
- Safeguarding and vetting information including DBS checks, prohibition checks and right to work documentation
- Training, appraisal and professional development records
- ICT account information, email addresses and system access records

How we use your personal information

We use your personal information to:

- enable individuals to be paid
- support pension payments and calculations
- enable sickness monitoring
- enable leave payments (such as sick pay and maternity leave)
- develop a comprehensive picture of the workforce and how it is deployed

- inform the development of recruitment and retention policies
- inform financial audits of the school
- fulfil our duty of care towards our staff
- inform national workforce policy monitoring and development

School Systems and Digital Services

To support employment, safeguarding, communication and school administration, Tunstall Church of England Primary School uses a range of secure digital systems and online services. These may include Arbor, CPOMS, Microsoft 365 and other approved service providers.

Where personal information is processed through third-party providers, the school ensures appropriate contracts, data processing agreements and security measures are in place to protect personal data and comply with UK GDPR requirements.

How long your personal data will be kept

We will hold your personal information for 6 years in line with KCC's personnel retention record keeping guidelines.

Reasons we can collect and use your personal information

We collect and use your personal information to comply with our statutory obligations, to carry out tasks in the public interest, and the processing is necessary as part of a contract as your employer.

If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

Collecting workforce information

We collect personal information via staff contract and personnel forms.

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.

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.

Who we share your personal information with

- Department for Education (DfE)
- Kent County Council Management Information
- Kent County Council Schools Financial Services
- The Education People (TEP) who are commissioned by KCC to provide Education services for KCC including most of the CFIS services
- Commissioned providers of personnel and payroll services
- Approved providers of school management, safeguarding and communication systems used to support the operation of the school.
- Occupational health providers, training providers and professional support services where necessary to fulfil employment and safeguarding responsibilities.
- Cabinet Office-National Fraud Initiative, for the purposes of assisting the prevention and detection of fraud under a legal obligation

We will share personal information with law enforcement or other authorities if required by applicable law.

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

The 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 DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases 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 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.

Your Rights

Under UK GDPR you have rights which you can exercise free of charge which allow you to:

- know what we are doing with your information and why we are doing it

- ask to see what information we hold about you (Subject Access Requests)
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioners Office
- withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under UK GDPR.

If you would like to exercise a right, please contact Mrs S Hewett

Withdrawal of consent

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 Mrs S Hewett

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. The school regularly reviews its technical and organisational security measures and ensures that staff receive appropriate data protection and information security training.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information

Please contact Mrs S Hewett to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

UK GDPR also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit

<https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

For further information about how the Department for Education uses your information:

To find out more about the staff information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/education/school-workforce-censuses>

For more information about the DfE's 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 has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

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 June 2026.