Privacy Notice (How we use school workforce information)

Who processes your information?

The school is the data controller of the personal information you provide to us. This means the school determine the purposes for which and the manner in which, any personal data relating to staff is processed.

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

What categories of information are processed?

The categories of personal information that we process include the following:

- personal information (such as name, address, employee or teacher number, national insurance number, contact details)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start dates, hours worked, post, roles and salary information)
- remuneration details
- work absence information (such as number of absences and reasons)
- relevant medical information
- qualifications (and, where relevant, subjects taught)
- safer recruitment information (such as right to work in UK, DBS, references)

Why do we collect and use your information?

We collect and use your information for the following reasons:

- 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
- ensure safeguarding responsibilities are met
- allowing better financial modelling and planning
- support health, safety and wellbeing
- enable ethnicity and disability monitoring

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

Article 6

1(b) - processing is necessary for the performance of a **contract** to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

1(c) - processing is necessary for **compliance with a legal obligation** to which the controller is subject;

1(d) - processing is necessary in order to protect the **vital interests** of the data subject or of another natural person;

1(e) - processing is necessary for the performance of a task carried out in the **public interest** or in the exercise of official authority vested in the controller;

Article 9

Where we process special category data, such as information relating to an individual's racial or ethnic origin, health, disability or trade union membership, we do so in accordance with Article 9 of the UK GDPR. In particular, we rely on Article 9(2)(b) (employment, social security and social protection law) and Article 9(2)(g) (substantial public interest) where processing is necessary for employment purposes, safeguarding, equality monitoring, health and safety, the provision of reasonable adjustments and compliance with our statutory duties.

How do we collect your information?

We collect personal information via the following methods:

- Recruitment forms
- Staff contract forms
- Annual data collection form

Workforce data is essential for the school's operational use. Whilst most information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the 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.

How do we store your information?

We hold school workforce data for 6 years following termination of employment (termination date + 6 years).

Who do we share this information with?

We routinely share this information with:

- our local authority
- our HR provider
- our occupational health provider
- DBS provider
- our child protection, safeguarding and data protection providers
- our payroll provider
- our pension services
- the Department for Education (DfE)
- the office for national statistics

Why do we share your information?

We do not share information about you 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 school workforce with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

HR provider

We are required to share information to enable contractual support. Processing is necessary under the lawful basis of contractual necessity.

Occupational health provider
We are required to share information to support recruitment and staff health and wellbeing. Processing is necessary under the lawful basis of contractual necessity.

DBS provider
We are required to share information to support the safer recruitment process. Processing is necessary under the lawful basis of legal obligation.

Child protection, safeguarding and data protection providers
We are required to share information to underpin our statutory responsibly. Processing is necessary under the lawful basis of legal obligation.

Payroll provider
We are required to share information to enable payment of salary and appropriate deduction to be made. Processing is necessary under the lawful basis of contractual necessity.

Pension service
We are required to share information with pension services to ensure appropriate pension contributions are made and records are kept up to date. Processing is necessary under the lawful basis of contractual necessity.

Department for Education (DfE)
The DfE collects personal data from educational settings and LAs 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. For more information, please see 'How Government uses your data' section.

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

Office for National Statistics
We are required to share information for compliance with a legal obligation, under section 4 of the Statistics of Trade Act 1947.

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 **Mr Fisher Coopert (dataprotection@moorpark.mp).**

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, we ask that you raise your concern with us in the first instance. Alternatively, you can contact 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 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 **Mr Fisher Cooper (dataprotection@moorpark.mp)**

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 2026.

Further information

If you would like to discuss anything in this privacy notice, please contact:
Mr Fisher Cooper (dataprotection@moorpark.mp)

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs the 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 DfE including the data that we share with them, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

Reviewed and approved at SLT – 08.09.26
Approved at Finance and Resources Committee – 14.10.26

Sharing by the Department for Education (DfE)

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 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 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