Privacy Notice

*For Staff: Use of **your personal data***

September 2026

Under data protection law, individuals have a right to be informed about how Sandon Primary Academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **you**.

We, Sandon Primary Academy are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs K Burrows. You can contact our DPO by emailing info@sandonprimary.org.uk

This notice explains how Sandon Primary Academy collects, uses, stores and shares personal information about its workforce. It applies to employees and, where relevant, volunteers, trainee teachers, apprentices and work experience/workplace placements. Sandon Primary Academy is the data controller for the personal data covered by this notice.

Our Data Protection Officer is Mrs K Burrows (Vice Principal). Contact: info@sandonprimary.org.uk, marked FAO: Data Protection Officer, or telephone 01782 319097.

1. Information we collect

- Personal identifiers and contact information, including name, home address, telephone/email details, employee or teacher number and National Insurance number.
- Characteristics information, such as sex, gender, age, ethnicity and disability information where relevant.
- Recruitment information, including application forms, employment history, references, right-to-work and safer-recruitment information.
- Contract and employment information, such as start and leaving dates, hours, post, roles, salary, pay and payroll information.
- Attendance and absence information, including dates and reasons for absence.
- Qualifications, training, professional development and, where relevant, subjects taught.
- Performance, capability, disciplinary, grievance and other employment records where applicable.
- Medical, occupational health, wellbeing, emergency contact and next-of-kin information where relevant.
- Pension, tax and other information needed to administer employment and benefits.
- Safeguarding information and checks where required.
- Photographs, video recordings, CCTV images and information used for identity or system authentication where applicable.

This list is not exhaustive. We only process information that is relevant and necessary for the purpose for which it is used.

2. Why we use workforce information

- Recruit, employ, deploy and manage the school workforce.
- Administer contracts, pay, tax, pensions, leave and other employment benefits.
- Maintain a comprehensive picture of the workforce and support recruitment, retention, financial planning and workforce development.
- Monitor equality, diversity, ethnicity and disability where lawful and appropriate.
- Manage training, CPD, performance and staffing matters.
- Meet safeguarding duties, safer-recruitment requirements and our duty of care.
- Support good governance, audits, internal review and quality monitoring.
- Meet statutory, regulatory, contractual and reporting obligations, including required DfE workforce data collections.
- Respond appropriately to medical or mental health emergencies involving members of the workforce.
- Protect school premises, systems, information and people.

3. Lawful basis for processing

We process workforce information only where data protection law allows us to. Depending on the activity, our lawful bases under Article 6 of the UK GDPR may include compliance with a legal obligation, performance of a contract, performance of a task in the public interest or exercise of official authority, vital interests, legitimate interests where available to us, or consent.
Where we process special category data, such as health, ethnicity or trade union information, we also identify an appropriate condition under Article 9 of the UK GDPR and, where applicable, the Data Protection Act 2018. Relevant obligations may arise from employment, education, safeguarding, tax, pensions and health and safety law, including the Safeguarding of Vulnerable Groups Act 2006.
Where consent is the lawful basis, you may withdraw it at any time. Withdrawal does not affect processing carried out before consent was withdrawn.

4. How we collect information

We collect personal information through recruitment and application forms, staff and contract forms, payroll and pension documentation, surveys and form submissions, email and Microsoft Teams, absence and HR records, training records, safeguarding processes and information supplied by you or by relevant third parties such as previous employers, referees, payroll/pension providers, occupational health or public bodies.
Most workforce information is required for employment, operational or legal purposes, although some information is voluntary. Where appropriate, we will tell you at the point of collection whether information is mandatory and what may happen if it is not provided.

5. How we store and protect information
We hold workforce data securely and only for as long as it is needed. Retention periods are set out in the school's records management and retention arrangements. The relevant policies and retention information are available from the school office and, where published, on www.sandonprimaryacademy.com.
Where personal data is transferred outside the UK, we will ensure that the transfer complies with data protection law and that appropriate safeguards are in place.

6. Who we share workforce information with
We share information only where there is a lawful reason and only the information necessary for the purpose. Depending on the circumstances, recipients may include:

- Stoke-on-Trent City Council and other relevant local authorities.
- The Department for Education (DfE).
- Payroll providers and HM Revenue & Customs (HMRC).
- Teachers' Pensions, the Local Government Pension Scheme and other pension providers where applicable.
- Safeguarding partners, police and other bodies concerned with protecting children or vulnerable adults.
- Occupational health, NHS bodies, health professionals and emergency services.
- Legal advisers, insurers, auditors and other professional advisers.
- Contractors, suppliers and service providers acting for the school under appropriate data protection arrangements.
- Regulators and other government or public bodies where lawfully required.
- Next of kin or emergency contacts where necessary and proportionate in an emergency.

We do not rely on consent for sharing where another lawful basis applies. We consider the lawful basis, necessity and proportionality of each disclosure and use secure methods when transferring information.

7. Department for Education and workforce collections
The DfE collects personal data from educational settings and local authorities through statutory data collections. As an academy, we are required to share specified information about school employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
Workforce information shared with the DfE is used for purposes including workforce policy, pay, monitoring workforce effectiveness and diversity, links to school funding and expenditure, research, analysis and statistics. The DfE may share personal information where it is lawful, secure and ethical to do so and applies controls over access and use.
DfE workforce privacy information: https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers
DfE school data collection requirements: https://www.gov.uk/education/data-collection-and-censuses-for-schools
DfE research data sharing: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data
DfE external data shares: https://www.gov.uk/government/publications/dfe-external-data-shares

8. Medical and mental health emergencies
Data protection law allows personal information to be shared in an urgent or emergency situation where there is an appropriate lawful basis, including to help prevent loss of life or serious harm. Where there is a serious medical or mental health emergency, we may share necessary and proportionate information promptly with relevant emergency services or health professionals. We may also share

necessary and proportionate information with a member of staff's next of kin or emergency contact, taking account of the circumstances.

9. Your data protection rights

The UK GDPR gives you rights over your personal information. Which rights apply depends on the lawful basis and circumstances of the processing. These include:

- The right to be informed about the collection and use of your personal data.
- The right of access, including making a subject access request (SAR).
- The right to ask for inaccurate or incomplete information to be corrected.
- The right to erasure in certain circumstances.
- The right to restriction of processing in certain circumstances.
- The right to data portability where applicable.
- The right to object to processing in certain circumstances.
- Rights relating to automated decision-making and profiling.
- The right to withdraw consent at any time where consent is the lawful basis.
- The right to complain to the Information Commissioner's Office (ICO).

These rights are not absolute. There may be lawful reasons why a particular right does not apply or why a request may be refused or restricted. For example, the right to erasure does not apply where processing is necessary for a legal obligation or public task.

To exercise a right in relation to information held by Sandon Primary Academy, contact the Data Protection Officer using the details below.

DfE guidance on requesting personal information: https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

10. Complaints

If you have a concern about how we collect or use your personal information, please contact us first so that we can try to resolve the matter. You also have the right to complain to the Information Commissioner's Office.

ICO complaints and concerns: https://ico.org.uk/make-a-complaint/

ICO telephone: 0303 123 1113. Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

11. Contact and review

Data Protection Officer: Mrs K Burrows (Vice Principal)

Email: info@sandonprimary.org.uk, marked FAO: Data Protection Officer

Telephone: 01782 319097

This notice was updated in September 2026. We may update it when our processing, legislation or guidance changes, so staff should check the school's current published version periodically.

This notice has been updated with reference to the Department for Education model privacy notice materials, current DfE workforce privacy information and Sandon Primary Academy's existing staff notice.