

## Privacy Notice (How we use workforce information)

This privacy notice explains how Kings Heath Primary School collects, stores, and uses personal information about all individuals employed to teach, or otherwise engaged to work at the school. The school is committed to being transparent and to meeting its data protection obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### The categories of school information that we process

These include:

- Personal information (name, address, employee/teacher number, NI number, contact details, next of kin/emergency contacts).
  - Characteristics information (sex, age, ethnicity, disability information where provided).
  - Contract and employment information (start date, hours worked, post, responsibilities, salary, payroll and pension information, employment history).
  - Work absence information (sickness, parental leave, annual leave, absence reasons).
  - Qualifications (teaching qualifications, professional development, subjects taught).
  - Safeguarding-related information, DBS checks, assessment and appraisal records.
  - Relevant medical information where necessary.
  - Photos for ID and safeguarding purposes.
  - Any other workforce data required to support school operations.
- This list is not exhaustive.

### Why we collect and use workforce information

Kings Heath Primary School collects workforce information in order to:

- Develop a complete picture of staffing and deployment.
- Support recruitment, performance management, and retention policies.
- Manage payroll, pensions, and contract obligations.
- Meet statutory safeguarding duties.
- Fulfil legal requirements as a maintained school.
- Monitor equality data and comply with the Public Sector Equality Duty.
- Support school operations and strategic planning.
- Provide required information to Birmingham Local Authority and the DfE.

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

Under Article 6 UK GDPR:

- 6(1)(e) Public task – core school functions.
- 6(1)(c) Legal obligation – statutory and regulatory duties.
- 6(1)(b) Contract – employment requirements.

Under Article 9 (Special category data):

- 9(2)(b) Employment/social protection law.
- 9(2)(g) Substantial public interest (including safeguarding and equality).

## Collecting workforce information

We collect workforce data through application forms, contract forms, induction paperwork, and ongoing updates. Some information is mandatory; where information is optional, we will make this clear.

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 information

We hold data securely for the set amount of time shown in our data retention schedule.

Data is stored securely according to our:

- Data Retention Schedule (placeholder link)
- Data Protection Policy (placeholder link)

Data is stored using secure systems, restricted access, encryption, and safe disposal.

## Who we share workforce information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Payroll and pension providers
- Occupational health services
- Safeguarding agencies (where required)
- HR, MIS, and software partners
- External auditors

## Why we share school workforce information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

We share data only where legally required or where it supports our official functions.

Maintained schools must share workforce data under Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007.

## 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

children and young people with the Department for Education (DfE) for the purpose of those data collections, under:

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 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 **Steve Cullen, Data Protection Officer**, [stevecullen@insightmsig.co.uk](mailto:stevecullen@insightmsig.co.uk)

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 [enquiry@kingsheathprimary.com](mailto:enquiry@kingsheathprimary.com)

## 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 on **25<sup>th</sup> November 2025**.

## Contact

If you would like to discuss anything in this privacy notice, please contact: **Steve Cullen, Data Protection Officer**, [stevecullen@insightmsig.co.uk](mailto:stevecullen@insightmsig.co.uk)

## 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/dfе-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>