

Privacy Notice – Workforce

Date: Nov 2025

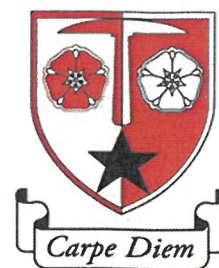
Review Date: Nov 2026

Version: 1

Document owner: Audenshaw School

A: Hazel Street, Audenshaw, Manchester, M34 5NB

T: 0161 336 2133 | E: admin@audenshawschool.org.uk



Introduction

Audenshaw School must process the personal data of our employees to ensure that we can meet the terms of your employment contract and fulfil our legal and administrative obligations as an employer.

As part of our obligations under data protection law, namely the UK General Data Protection Regulation (UK-GDPR) we must inform you how and why we process your personal data. The following privacy notice outlines what data we process about you as an employee, why we need it and how it is used.

This privacy notice applies to all employees of the school including those working with us on a temporary and voluntary basis. For the purposes of this privacy notice, we will refer to all parties as 'employees' of the school.

Data Controller

The school is the 'Data Controller' for the personal information that we process about you. This means that we are responsible for your data and make decisions on how it is used.

Data Protection Officer

The school has appointed a Data Protection Officer (DPO) who is responsible for overseeing compliance with the relevant data protection legislation. Our DPO provides support to the school and acts as the first point of contact for any questions or queries regarding data protection. Our DPO is Mrs Monks who can be contacted on:

T: 0161 336 2133 | E: monkss@audenshawschool.org.uk

The personal data that we process about you and why we need it:

The school will process the following categories of personal data about you before and during your employment with us:

Recruitment & Induction:

We process the following data about you to assess your suitability for the role, correspond with you during your employment and meet the legal and statutory duties placed upon us by the Department for Education who require us to submit data about our staff as part of the workforce census:

- Personal identifiers: Name, address and key contact details.
- Next of kin and emergency contact details.
- Special characteristics: D.O.B, gender, religion, place of birth and ethnicity.
- Employment and education history.
- Qualifications necessary to your role.
- Personal statement.

The school must partake in staff safer recruitment checks to meet our safeguarding obligations. Some or all of the following checks will be conducted on you and logged on your record:

- Identification (photo and address)
- DBS (renewed every three years)
- References
- Qualified Teacher Status
- Prohibition of Teachers & Management
- Non-British National Status
- Social Media Checks

We will also conduct and record a 'Right to Work' checks where applicable if your country of origin is not the UK. Similarly, occupational health checks will be performed should you disclose any health & wellbeing

The lawful basis for processing personal data

Under the UK-GDPR, we must have a lawful basis to process personal data; personal data is any data that can identify a living individual. The school rely on the following lawful bases when we process personal data relating to you:

1. We must process your personal data to meet a **legal obligation**, namely;

Category	Law	Purpose for Processing
Recruitment	Keeping Children Safe in Education (2024) UK Visa and Immigration Law	Employment checks for the purposes of safeguarding & security.
Health & Wellbeing	Health & Safety at Work Act (1974)	Maintain a safe workplace for staff and other members of the school community.
Employment	Employment Law UK (general)	Fulfil our duties as an employer.
Data Collection & Censuses for schools	Department for Education Statutory Data Collections	Workforce census.
Equalities	Equality Act (2010)	Protect against discrimination & provide equal opportunities.
Local Authority Data Sharing	Education (supply information about the school workforce) (England) Regulations (2007)	Statutory data sharing to local authority.

2. We must process your personal data to meet a **contractual obligation**; to fulfil the terms of your employment contract with us. For instance, we cannot pay your salary and make tax submissions without processing your name, NI number, bank details and tax codes.
3. Personal data is processed in the performance of a **public task** for example:
 - The use of CCTV to create a secure environment and to aid in crime prevention and detection.
 - Data is processed in the act of providing a full-time education to pupils.
 - Retaining an image of you for identification purposes.
4. The school has a **legitimate interest** to process your personal data; the legitimate interest could be that of the school, you as a staff member or other individuals such as our pupils. An example is using your name and school email address to provide you with access to educational programmes and software that helps to support your role and provide our pupils with learning resources.

To comply with the UK-GDPR, the school only keep personal data for as long as necessary to meet our legal and operational duties.

Our 'Records Management Policy & Retention Schedule' (available at our school office) outlines how long your records are kept and how we determine and manage these periods. As a rule of thumb, most of your records are held on your staff personnel file and kept for a period of 6 years post-employment. Information relating to your salary and tax contributions is kept for 6 years from the date of the current tax year to which they relate.

Personal data is stored securely on site. Records kept in electronic format are stored securely on carefully selected databases and systems that are fully encrypted with password protection and two factor authentication utilised where available. Physical records are kept in locked cabinets within locked offices and archive rooms; key access is strictly limited depending upon role.

If we must transfer your data to third parties, we will ensure this is done so using secure transfer methods.

School staff and those third parties accessing key records are subject to DBS checks and strict confidentiality agreements.

Sharing your personal information

The school does not share your personal data with third parties unless the law or our policies permit us to do so. The school must partake in statutory data sharing with the following third parties to meet our obligations under the Education (Supply of Information about the school Workforce) (England) Regulations 2007 and amendments:

- The Local Authority
- The Department for Education

You can find out more about our statutory data sharing requirements in appendix A.

In addition to our statutory data sharing, we outsource a number of key services that are vital to the functioning of the school. As part of this process, we will share your data with the following providers where applicable:

- HR & Payroll Provider
- ICT & System Providers
- Training Providers
- Educational Software & Resource Providers (to provide you with an account and access)
- Trade Unions and Professional Associations
- Professional Advisors & Consultants (solicitors etc)
- Auditors (to ensure compliance and best practice standards are being met)

In certain circumstances, we may be required to share your data with the following parties:

- Your emergency contacts if you are involved in an accident.
- Police and emergency services if there is an accident / incident involving you.
- NHS, occupational health and other third-party health and wellbeing agencies if you require additional support and reasonable adjustments to assist with your role.
- Ofsted if your data is relevant to an inspection.
- Examining bodies if your data is relevant to a check to ensure we are meeting examination regulations.
- Governing bodies such as the HSE and ICO if there is a significant accident / incident involving you.
- Insurance provider(s) if there is a claim involving you.
- Courts if there is a legal claim that involves you.

Checks are performed on third parties with whom we share personal data to ensure they meet the high levels of data protection compliance and security expected by the school. The school take a minimalist approach to data sharing and only provide the limited amount of data if it is strictly necessary.

Transferring data internationally

We do not routinely transfer your personal data outside of the United Kingdom (UK). However, some of our software providers will store data remotely on servers outside of the UK, typically within the European Economic Area (EEA) whose member states must also comply to the same high standards set out in the UK-GDPR.

The school will not share any personal data with such providers or any third parties outside of the UK unless we are satisfied that they meet the necessary conditions of the UK-GDPR for international data processing.

Requesting access to your personal data and your rights

Appendix A: 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) 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:

- 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 securely 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.

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, 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>

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