



Privacy Notice for School Adults

Note: the use of the term 'school adults' in this context includes all adults connected with the school. This is primarily staff and governors but may also include, where appropriate, volunteers, student teachers, visitors etc... where we have received or recorded personal data about them.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage or invite, to work at our school.

We, Wincheap Foundation Primary School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Invicta Law (see *Contact Us* below).

The personal data we hold

We process data relating to those we employ, or otherwise engage or invite, to work at our school. Where relevant, personal data that we may collect, use, store and share (when appropriate) about you may include, but is not restricted to, any of the following:

- Name
- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Safeguarding information, DBS number, Disqualification by Association information
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving license and car registration
- Photographs
- CCTV images

We may also collect, store and use information about you that falls into UK GDPR "special categories" of more sensitive personal data, which carry higher expectations of privacy. Where applicable, this may include information about, for example:

- Race, ethnicity, religious beliefs and sexual orientation

- Health, including any medical conditions, sickness records and disability status
- Biometric Data
- Trade Union membership

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- To fulfil our legal and contractual obligations
- To ensure the health and safety of everyone at the school
- Facilitate safe recruitment/appointment and volunteer engagement, as part of our safeguarding obligations
- Support effective performance management of staff
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- To fulfil our obligations to work with relevant external bodies, such as the DfE or Local Authority.

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so. (See the *Your Rights* section, below)

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

All records are stored securely in paper files and/or on the school's secure server.

We create and maintain records for each staff member and governor. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment/appointment.

Once your connection with the school has ended, we will retain files and delete the information in them in accordance with our relevant Data Protection policies.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies require/allow us to do so.

Where it is legally required, or necessary (and it complies with the General Data Protection Regulation, otherwise known as the UK GDPR) we may share personal information about you with:

- Our local authority, to meet legal obligations
- The Department for Education, to meet legal obligations
- Your family or representatives with written consent, to protect your vital interests
- Educators and examining bodies, to fulfil a contract
- Appropriate regulators, to meet legal obligations
- Third party suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll or IT services
- Our auditors, to meet legal obligations
- Health authorities, to fulfil a contract
- Health and social welfare organisations, to meet legal obligations such as RIDDOR reporting
- Professional advisers and consultants, to fulfil a contract
- Police forces, courts, tribunals, to meet legal obligations
- Ofsted, to meet legal obligations

Transferring data internationally

Where we transfer personal data to a country or territory outside the UK (for example, if data is stored on a cloud server in a different country), we will do so in accordance with the UK GDPR and our relevant data protection policies.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please apply in writing to the Headteacher, citing your reasons.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact the Headteacher.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by contacting the Headteacher (see the *Contact Us* section, below).

If this does not resolve the issue, and you wish to make a complaint, please contact our Data Protection Officer (see the *Contact Us* section, below).

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Headteacher in the first instance.

- Mrs N. Dawson headteacher@wincheap.kent.sch.uk
- Invicta Law (DPO) dpo@invicta.law 01622 392051

This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school. It was last updated Spring 2025.