



## Privacy Notice for Staff–How we use your information 2024

### **Who are we?**

Welford on Avon Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Welford on Avon Primary is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z9358475

You can contact the Academy Trust as the Data Controller in writing at: Headland Road, Welford on Avon, Stratford upon Avon, CV37 8ER or [Stephens.a@welearn368.com](mailto:Stephens.a@welearn368.com)

### **What is a Privacy Notice?**

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our staff.

### **What is Personal Information?**

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### **What personal information do we process about staff?**

The categories of staff information that we collect, hold and share include:

- Personal information such as name, employee or teacher number and national insurance number
- Special categories of data including characteristics information such as gender, age, ethnic group
- Contract information such as start dates, hours worked, post, roles and salary information) Work absence information such as number of absences and reasons
- Qualifications and, where relevant, subjects taught

### **For what purposes do we use personal information?**

We use staff data to:

- Develop a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid and receive other staff benefits
- Ensure that we can act in an emergency

### **Collecting staff information**

Whilst the majority of staff information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain staff information to us or if you have a choice in this.

### **What are the legal reasons for us to process your personal information?**

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data Protection law sets out the lawful reasons we have to process your personal information and these are as follows:

#### **1) To comply with the law**

We collect and use general purpose staff information in order to meet certain legal requirements and legal obligations placed upon the Academy Trust by UK law. We therefore have the right to process your personal information for such purposes without the need to obtain your consent.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

#### **2) To protect someone's vital interests**

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

#### **3) With the consent of the individual to whom that information 'belongs'**

Whilst much of the personal information is processed in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used. Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

#### **4) To perform a public task**

It is a day-to-day function of the Academy Trust to ensure that staff members receive the training and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that staff are properly supported and able to do their job.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

#### **5) To comply with a contract we have with you or because you have asked us to take specific steps before entering into a contract 3**

We are able to process personal information in order to comply with the contract that we have with you.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 5.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Necessary for carrying out obligations and exercising specific rights in relation to employment and social security and social protection law
- 3) Processing relates to personal data which is manifestly made public by the data subject
- 4) Necessary for establishing, exercising or defending legal claims
- 5) Necessary for reasons of substantial public interest
- 6) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 7) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of sensitive category personal information that we process is set out in the tables attached.

### **Who might we share your information with?**

We routinely share staff information with:

- Our local authority
- The Department for Education (DfE)

We do not share information about our staff unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

### **What do we do with your information?**

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

### **How long do we keep your information for?**

In retaining personal information, the Academy Trust complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the Academy Trust are required to retain the information. A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law. 4

**Table 1** – Personal information we are required to process to comply with the law

<b>Information Type</b>	<b>Relevant legislation</b>	<b>Special Category additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Special Education Needs Report	Children’s and Families Act 2014, section 69 and 29		Local Authority	Legal Obligation
Attendance register	Education (Pupil Registration)(England) Regulations 2006, Regulation 4, 10, 11, 12, 14 and 15		DfE, Ofsted, Local Authority	Legal Obligation
Common Transfer file	Education (Pupil Registration)(England) Regulations 2005, Regulation 6		School pupil transfers to	Legal Obligation
Safeguarding Information	Education Act 2002, section 175 Children’s Act 1989, Section 17, 47, 83. Children’s Act 2004, Section 11		Local Authority (MASH)	Legal Obligation
Admissions Register	Education (Pupil Registration)(England) Regulations 2006, Regulation 4, 10, 11, 14 and 15		Ofsted, Local Authority	Legal Obligation
Curricular Recording Assessment and achievement data	Education (Pupil Information) (England) Regulations 2005, Regulation 4, 5(5)		DfE, OFSTED, Local Authority Other schools – when pupil transfers	Legal Obligation
Educational Record	Education (Pupil Information) (England) Regulations 2005, Regulation 5 and 6		Parents, Local school	Legal Obligation
Pupil Information i.e name, age address, Emergency contact details	Education (Information About Individual Pupils) (England) Regulations 2013, Regulation 3 and 5 Education Act 2005		DfE – school census. Local Authority Other schools – when pupils transfers NHS/Compass (School Health)	Legal Obligation

	section 114			
School Census including pupil personal details	Education Act 1996, Sections 537 & 537A, and accompanying regulations		DfE	Legal Obligation
School Census - Ethnicity	Education Act 1996, Sections 537 & 537A, and accompanying regulations	Parental consent	DfE	Legal Obligation
Attendance records	Education Act 1996, section 437A and 444		Local Authority	Legal Obligation
Exclusions	Education Act 1996, section 51A Education Act 2002, section 51A		Local Authority	Legal Obligation
Accident records	Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)		Local Authority/HSE	Legal Obligation
Suitable Education – Not received due to illness/exclusion	Education Act 1996, section 19		Local Authority	Legal Obligation
Suitable Education – Not received for any other reason	Education Act 1996, section 436A		Local Authority	Legal Obligation
Qualifying Complaint Information	Education Act 2005, section 11B		Chief Inspector	Legal Obligation

**Table 2** – Personal information we are required to process as it is necessary to protect someone’s vital interests

Information Type	Special Category – additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical Information	Necessary for preventative/ occupational medicine Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	Medical staff i.e. Paramedics/ambulance	Vital Interest
Pupil dietary requirements including allergies	Necessary for preventative/ occupational medicine	Medical staff i.e. paramedics/ambulance, Educaterers (Catering Staff), Kingswood (Residential Trip), Other schools- when pupil transfers	Vital Interest
Medical conditions & contact details	Parental Consent & necessary for preventative/ occupational medicine	Medical staff i.e. paramedics/ambulance, Other parents & coaches involved in extracurricular sports event	Vital Interest
Religious belief	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	Medical staff i.e. paramedics/ambulance	Vital Interest

Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

Information Type	Special Category – additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Photographs	Parental Consent	Media Other schools/organisations School Website	Consent
Email address		Not shared	
Medical conditions & contact details	Parental Consent	Other parents involved in extracurricular	Safety of child during activity

		sports event	
Pupil personal details	Parental Consent	Bikeright (Cycling instructors) CoolMilk.com	Consent

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category – additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Information i.e name, age address, Parent detail, Emergency contact details		DfE – school census. Other schools – when pupils transfers	Public Task & Legal Obligation
Academic records, Assessment results, Pupil’s work, Learning journals, Pupil Reports, staff observations		DfE, OFSTED, Local Authority, Parents, NHS such as Speech and Language	Public Task & Legal Obligation
Safeguarding information, Medical, Special Education Needs		Local Authority, (MASH), Health, Parents	Legal Obligation
Looked After Child / Adopted Child Data		Department of Education – school census	Public Task
Assessment tracking Data		iTRACK	Public Task
Contacting Parents		ParentMail IPAL	Consent
School Payments		ParentPay IPAL STRIPE	Consent
Free School Meal/Pupil Premium Eligibility		DfE – school census. Other schools – when pupil transfers	Public Task
Reading quiz/Maths Scores	Consent	Accelerated Reader Times Tables Rock Stars	Consent
Records of Interventions		Specialist Support Service – where necessary	Public Task
Consent Forms/Permission slips/Home School Agreements/Music Tuition Contracts	Consent	Not shared externally	Public Task
Behaviour Reports		Local Authority	Public Task
Attendance Issues		Local Authority	Public Task
Individual Pupil/Parents – Health & Safety Risk Assessments and Personal Emergency		Only relevant individual Pupil Risk Assessments may be shared with Kingswood	Public Task



Evacuation Plans (PEEP)		(Residential Trip) Instructors/coaches	
Activity/Meal Payments, debts incurred		Parent Pay	
Take up of School Meals		DfE – school census.	Public Task
Participation in Sports Activities		IPAL	
Participation in Extra Curricular Activities		IPAL	

**What are your rights with respect of your personal information?**

Under data protection law, staff members have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively;

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

**\*\*Please ensure you specify which school your request relates to.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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 <https://ico.org.uk/concerns/>

**Review**

The content of this Privacy Notice will be reviewed Summer 2025

<b>Table 1 –</b> Personal information we are required to process to comply with the law: Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
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