Baines School

Privacy Notice (How we use school workforce information)

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, address, contact phone numbers, e-mail address employee or teacher number, national insurance number, date of birth, bank account details, personal identification documents)
- 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)
- pre-employment medical history
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- police clearance information from the Disclosure & Barring Service

Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- contact employees regarding issues relating to their employment
- contact employees in an emergency situation
- maintain the Safeguarding Single Central Record
- prepare School Workforce Census reports

The lawful basis on which we process this information

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

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing 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 shall be prohibited.

2. Paragraph 1 shall not apply if one of the following applies:

(j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Education Act 2005 sections 113 and 114 - is a statutory requirement on schools and local authorities for the submission of the school workforce census return, including a set of individual staff records,

Collecting this information

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data for the duration of your employment (or if unpaid, time spent at the school) plus a further period of 6 years.

Any information relating to allegations of misconduct or disciplinary matters will be retained for the duration of your employment (or if unpaid, time spent at the school) plus a further period of 15 years.

In line with data protection principles all data stored will be kept accurate and up to date and held securely using appropriate technical or organisational measures to prevent unauthorised processing, accidental loss, destruction or damage.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- payroll provider
- Teachers Pensions
- The Local Authority Pension Provider
- Prudential AVC's
- HMRC

Why we share school workforce information

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

Local authority
We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)
We share personal data with the Department for Education (DfE) via statutory data collections. We are required to share information about out children and young people with the Department for Education (DfE) for the purpose of those data collections, under section 5 of the Education (Supply of information about School Workforce)(England) Regulations 2007 and amendments, This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework. For more information, please see 'How Government uses your data' section

Payroll Provider
We share personal data with our payroll provider in order to make payments to our employees and make deductions for PAYE, National Insurance, pensions, childcare vouchers, student loans and attachment of earnings orders.

Pensions / Prudential
We share personal data with pension providers in order to record employee service and pay, and process applications for access to pension benefits.

HMRC
We are required to share information about our school employees with HMRC when information is requested.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). Under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments all state funded schools are required to make a census submission because it is a statutory return.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

The department 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 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 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.

For more information about the department's data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

To contact the department: https://www.gov.uk/contact-dfe

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mr W Cropper, Data Protection Officer or P Fellows, School Business Manager.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

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 30/07/2026.

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 this information from time to time.

Further information

If you would like to discuss anything in this privacy notice, please contact: Mr W Cropper Data Protection Officer, data@baines.lancs.sch.uk

Approved and adopted by School Governors 14/09/2026