



Privacy Notice for Staff

Under UK 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.

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

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

We, Springhallow School, Compton Close, off Cavendish Avenue, Ealing, W13 0JG, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Judiciam Consulting Ltd (see 'Contact us' below).

The Personal Data We Hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Payroll records, National Insurance number, Bank Details (for appointment period only)
- 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
- DBS Clearance
- Performance information and recommendations
- Outcomes of any disciplinary and/or grievance procedures
- Absence data and reports
- Recordings of staff from the School's video conferencing platform
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs
- Health, including any medical conditions, and sickness records

Why We Use This Data

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

- Enable you to be paid
- Facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- Inform our recruitment and retention policies
- Enable ethnicity and disability monitoring
- Support effective performance management

- Support Attendance Management
- Improve the management of workforce data across the sector through statutory LA/DfE returns
- Support the work of the School Teachers' Review Body

Our Legal Basis for Using This Data

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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.

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

We collect personal information via the application process, including application forms, and LA reports, which include payroll reports.

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.

In order to comply with the UK General Data Protection Regulation (UK GDPR), 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

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

Once your employment with us has ended, we will retain this file for the statutory length of time and then delete the information in it.

The [Information and Records Management Society's toolkit for schools](#) sets out how long we must keep information about staff.

Data Sharing

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

- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns, information about Headteacher, performance and staff dismissals, HR and Payroll departments, Occupational Health
- The Department for Education – statutory workforce returns for funding purposes and research, secure access portal for safeguarding
- Your family or representatives – to provide appropriate care and support
- Educators and examining bodies – for professional development
- Selected third party software providers – for educational resources and communication
- Third party ICT support – e.g. LGfL, Trusol, 3BM, Egress
- Our regulator - Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Central and local government – statutory returns and research
- Our auditors – LA statutory audits
- Health authorities – immunization projects
- Security organisations – access control, CCTV
- Professional advisers and consultants – professional development, staff wellbeing
- Charities and voluntary organisations – funding applications
- Police forces, courts, tribunals- legally required
- Professional bodies – professional development
- Employment and recruitment agencies – agency staff only

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

To determine the appropriate retention period for personal data, the School considers the amount, nature, and sensitivity of personal data, the potential risk of harm from unauthorised use or disclosure of personal data, the purposes for processing the personal data, whether we can fulfil the purposes of processing by other means and any applicable legal requirements.

Once you are no longer an employee of Springhallow School, we will retain and securely destroy your personal information in accordance with our data retention policy. The School typically retains personal data for 6 years subject to any exceptional circumstances or to comply with laws or regulations that require a specific retention period.

Local Authority and Department for Education

We are required to share information about our workforce members 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.

Third Party Software Providers

Data is also shared with selected third party software providers. This enables staff to access on-line resources, e mails etc from multiple providers in and out of school. All providers are checked by the school to ensure they comply with the UK GDPR and satisfy the criteria of the DfE's guidance for Cloud software.

Transferring Data Internationally

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



Your Rights

How to Access Personal Information We Hold About You

Under data protection legislation, 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 contact our Data Protection Officer – Judicium Consulting Ltd, 72 Cannon Street, London EC4N 6AE, Tel: 020 7336 8403.

Your Other Rights Regarding Your Data

Under UK 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 our data protection officer. See contact details below.

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.

To make a complaint, please contact our Data Protection Officer. See contact details 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 **Data Protection Officer**:

Judicium Consulting Ltd, 72 Cannon Street, London EC4N 6AE, Tel: 020 7336 8403.



If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at http://www.ealing.gov.uk/info/200527/your_child_at_school/710/schools_privacy_notice or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Data Protection Officer,
Perceval House,
14-16 Uxbridge Road,
Ealing,
London,
W5 2HL.

Email: dataprotection@ealing.gov.uk
Tel: 020 8825 8282

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.

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 in April 2025 and is reviewed every 2 years.