

Hylton Castle Primary School

Privacy Notice

(Work Force)

Policy



Link governors: Caroline Comer

Policy written by: Emma Olsen

Last Reviewed: February 2026

Date of next review: February 2027

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, employee or teacher number, national insurance number, next of kin)
- 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)
- Medical conditions (long term conditions, medications/treatments required)
- Address

For details of what we collect, process, hold and share, please visit the information Commissioner's Office (ICO) Data Protection Register on <https://ico.org.uk/esdwebpages/search> and enter our registration number: ZA423904. **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

The lawful basis on which we process this information

Article 6(1)(b) processing necessary for performance of a contract

Article 6(1) (c) processing for compliance with a legal obligation

Article 9(2)(h) processing for preventative occupational medicine, or for the working capacity assessment of the employee.

Collecting this information

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 data protection legislation, 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

Full details of data retention periods adopted by Hylton Castle Primary School can be found in the Disposal of Record Schedule for Hylton Castle Primary School.

Who we share this information with

We routinely share this information with:

- Our local authority
- The Department of Education (DfE)
- Governors

Why we share this 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 workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department of Education (DfE)

We share personal data with the Department of Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding/expenditure and the assessment educational attainment.

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

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). All state funded schools are required to make a Census Submission because it is statutory return under sections 113 and 114 of the Education Act 2005.

To find out more about the data collection requirements placed on us by the Department of Education including 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>

Destruction of Data

We will employ a Data Destruction Company that is GDPR Compliant to destroy any/all data that is no longer required for the purpose that it was collected, and/or if the data is not required past the official date of Retention of Records.

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 (Mrs Lisa Wood)

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 would like to discuss anything in this privacy notice, please contact:

Mrs Lisa Wood
Headteacher
Hylton Castle Primary School
Caithness Road
Hylton Castle
Sunderland SR5
3RE

We have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO at the address below:

Schools Data Protection Officer

Scott Thornhill (ADNS Group)

5 Eggleston Court,

Riverside Park, Middlesbrough TS2 1RU compliance@adnsgroup.com

03003033793



Under the DUA Act 2025, if you wish to make a complaint regarding data protection issues, you must first complete the official complaint form. This form is held by the school and can be requested by emailing info@hyltoncastleprimary.org.uk . For further information, visit www.ico.org.uk.