

Lantern Lane Primary & Nursery School

Privacy Notice (How we use workforce information)

The categories of school information that we process

We process data relating to those we employ, engage to work at, or otherwise support the school.

These include:

- personal information (such as name, title, date of birth, photograph, employee number, teacher reference number, national insurance number and contact details)
- characteristics information (such as sex, age, ethnic group, disability status and equalities monitoring information)
- recruitment information (such as application forms, CVs, references, interview notes and employment history)
- contract and employment information (such as start dates, job title, roles and responsibilities, working hours, employment status, salary and contract details)
- payroll and financial information (such as bank details, tax information, pension contributions, student loan information and salary sacrifice arrangements)
- work absence information (such as sickness absence, leave of absence, family leave and reasons for absence)
- qualifications and professional information (such as qualifications, professional status, teacher reference number, QTS status, subjects taught and training records)
- performance and development information (such as appraisal records, capability records, performance management information and professional development activities)
- safeguarding information (such as DBS information, barred list checks, prohibition checks, overseas checks and safeguarding declarations)
- disciplinary and conduct information (where applicable)
- grievance and complaint information (where applicable)
- occupational health and relevant medical information (where necessary to fulfil employment, safeguarding, health and safety or equality obligations)
- emergency contact and next of kin information
- information relating to use of school systems, devices and networks
- photographs, images and identification records used for security, safeguarding and operational purposes

This list is not exhaustive. To access the current categories of workforce information held by the school, please contact the school or the Data Protection Officer

Why we collect and use workforce information

We collect and use workforce information to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid

d) facilitate safe recruitment and undertake safeguarding checks, including DBS, prohibition, childcare disqualification and other statutory checks

e) support the management of employment contracts and workforce administration

f) fulfil our duties as an employer, including payroll, pensions, taxation and financial management

g) monitor and manage attendance, sickness absence, leave and other employment-related matters

h) support performance management, appraisal, professional development and career progression

i) maintain records of qualifications, training and professional status

j) support workforce planning, succession planning and organisational development

k) ensure the health, safety and wellbeing of staff

l) investigate and manage disciplinary, grievance, capability and complaints processes where necessary

m) communicate effectively with employees, workers, volunteers and contractors

n) comply with equalities legislation and monitor equality, diversity and inclusion

o) meet our safeguarding obligations and promote the welfare of children

p) provide references and respond to requests from future employers where appropriate

q) complete statutory returns, including the School Workforce Census required by the Department for Education (DfE)

r) comply with legal obligations placed upon the school by employment, education, safeguarding, health and safety, equality and data protection legislation

s) protect the school's systems, networks, premises and information assets

t) support the efficient operation, management and governance of the school.

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)(c) - Legal obligation**, where processing is necessary for compliance with employment, education, safeguarding, health and safety and other legal requirements.
- **Article 6(1)(e) - Public task**, where processing is necessary for the school to carry out its official functions and provide education services.
- **Article 6(1)(b) - Contract**, where processing is necessary to fulfil an employment contract or take steps before entering into one.
- **Article 6(1)(a) - Consent**, where consent is required for a specific purpose.

Where special category personal data is processed, the school relies on the additional conditions set out in Article 9 of the UK GDPR, including:

- employment, social security and social protection law obligations
- substantial public interest
- safeguarding of children and individuals at risk
- occupational health purposes
- equality of opportunity or treatment monitoring
- health and social care management

Collecting workforce information

We collect personal information via staff contract forms and emergency contact/medical information forms.

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

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Data Protection Policy

Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- Safeguarding partners (where applicable)
- Training providers (where applicable)
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Why we share school workforce information

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

- Nottinghamshire County Council
- The Department for Education (DfE)
- Safeguarding partners, including children's social care, the police and other statutory agencies where appropriate
- Training and professional development providers
- Payroll providers and organisations involved in the administration of salaries and employee benefits
- Pension providers and pension scheme administrators, including Teachers' Pensions and the Local Government Pension Scheme where applicable
- HM Revenue & Customs (HMRC)
- Occupational Health providers and other health professionals where necessary to support employee health, wellbeing and workplace adjustments
- Disclosure and Barring Service (DBS) and other organisations undertaking statutory employment checks
- Schools, local authorities or other employers when providing employment references
- Educational regulators and professional bodies, including the Teaching Regulation Agency (TRA), where required
- School improvement, audit, legal and HR providers acting on behalf of the school
- The school's Data Protection Officer and data protection advisers where required to support compliance with data protection legislation

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 for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections, under:

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

For more information, please see 'How Government uses your data' section.

For privacy information on the data the Department for Education (DfE) collects and uses, please see: <https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>.

Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact:

Manjit Heer

Data Protection Officer

DPO For Schools
350 Loughborough Road
Leicester
LE4 5PJ

Email: info@dpoforschools.co.uk
Telephone: 0116 261 3211

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.

- the right to ask us to delete your personal information – this is called ‘right to erasure’
- the right to ask us to stop using your information – this is called ‘right to restriction of processing’.
- the ‘right to object to processing’ of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t have the right to object, but you have the right to withdraw consent.

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 [raise a concern with ICO](#)

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the ‘How Government uses your data’ section of this notice.

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 that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting:

Manjit Heer
Data Protection Officer

DPO For Schools
350 Loughborough Road
Leicester
LE4 5PJ

Email: info@dpoforschools.co.uk
Telephone: 0116 261 3211

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 on **16th September 2026**.

Contact

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

Manjit Heer

Data Protection Officer

DPO For Schools
350 Loughborough Road
Leicester
LE4 5PJ

Email: info@dpoforschools.co.uk
Telephone: 0116 261 3211

How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Sharing by the Department for Education (DfE)

The Department for Education (DfE) 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 for Education (DfE) will only share your personal data where it is lawful, secure and ethical to do so and 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 the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education's (DfE) data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of UK GDPR, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. See the guide for details:

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

Further information on what personal information the Department for Education (DfE) holds about you is published in the privacy notice for education providers' workforce, including teachers. This is available below:

<https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

Commented [GK1]: again - should link to the relevant PNs?