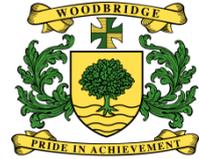


Woodbridge High School

Privacy Notice for the School Workforce



Under 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.

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, Woodbridge High School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is the London Borough of Redbridge (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:

- Personal information (such as name, employee or teacher number, national insurance number, contact details, address and date of birth)
- Characteristics information (such as, sex, age, ethnic group, marital status and gender)
- Contract information (such as start date, hours worked, post, roles and salary information, annual leave, pension and benefits information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Next of kin and emergency contact numbers
- Bank account details, payroll records and tax status information
- 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
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving license
- Photographs and videos
- 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, sexual orientation and political opinions
- Trade union membership
- 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 the development of a comprehensive picture of the workforce and how it is deployed
- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the legal bases we rely on for processing personal information for general purposes is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- The data subject has given consent to the processing of their personal data for one or more specific purposes;
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- Processing is necessary for compliance with a legal obligation to which the controller is subject;
- Processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party

In addition, the legal bases we rely on for processing special categories of personal data for general purposes is defined under Article 9, and the following sub-paragraphs in the GDPR apply:

- The data subject has given explicit consent to the processing of those personal data for one or more specified purposes

- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject

Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim

- Processing is necessary for reasons of substantial public interest

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.

All local authority maintained school governing bodies, under [section 538 of the Education Act 1996](#) have a legal duty to provide the pupil information as detailed above.

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.

Collecting this information

The way we collect personal information includes, but is not restricted to:

- Staff application form
- Staff contract
- Conflict of Interest Declarations
- References
- Proof of identity documents for DBS check

Workforce data is essential for the school's / local authority's operational use. 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.

Whenever we seek to collect information from you, in order to comply with UK GDPR we make it clear at the point of collection 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.

For more information on data retention and how we keep your data safe, please visit our [Data Protection Policy](#).

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.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- *Our local authority (Redbridge) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals*
- *The Department for Education – to satisfy our legal requirement to report to them*
- *Our regulator, Ofsted – as is legally required by them*

- *Examining bodies (UCAS, AQA, WJEC, Edexcel, OCR, Eduqas) – as is required for the administration of external examinations*
- *Joint Council for Qualifications (JCQ) - as requested by them as part of a JCQ inspection or in seeking support or guidance*
- *Suppliers and service providers (e.g., ESS SIMS, Parent Pay, Realsmart, 4Matrix, ALPS, Unifrog, CPOMS, InVentry, Wonde, CRB Cunninghams: Impact, iDStore and Front Office, Tucasi: Cash Office (ScoPay), Admissions+, Activ Absence, Firefly, Exams Assist/SchoolWorkSpace, Egress, The Exams Office) – to enable them to provide the service we have contracted them for*
- *Our auditors, or auditors of the London Borough of Redbridge*
- *Police forces, courts, tribunals – in accordance with legal requests made by them*
- *Governors - certain data may be shared when they are consulted on or informed about specific situations*
- *Prospective, current or previous employers – for example as part of reference requests*
- *Health authorities – (such as NHS England, Public Health England) to provide services, care and advice.*
- *Health and social welfare organisations – to provide support*
- *Optima Health Occupational Health Provider – to provide services and assess return to work following sickness*
- *Insurers (London Borough of Redbridge) – to provide services and support in the event of a claim*
- *Payroll (London Borough of Redbridge)*
- *HR Consultants (HR Advisory East Sussex County Council) – to provide consultancy and advisory services*
- *Microsoft and Google – to provide products, services and support, and to improve and develop products*
- *Readers of our school website and electronic communication, newsletters, internal displays, school printed literature (including the Year 11 and Year 13 yearbook), local and national media, and the school's Facebook page, Instagram account, X (Twitter) account and YouTube channel*
- *Web monitoring and filtering software (e.g. LGfL-Senso, Impero) - for safeguarding purposes*
- *Single Central Register (SCR) – to provide services and safeguarding assurances*

Local authority

We are required to share information about our workforce members with our local authority, the London Borough of Redbridge, 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 section 538 of the Education Act 1996](#).

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

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 the 'How Government uses your data' section below.

For privacy information on the data the Department for Education (DfE) collects and uses, please see:

- [Privacy information: education providers' workforce, including teachers](#)

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 the [Data collection and censuses for schools](#) webpage.

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

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 their webpage [How DfE shares personal data](#).

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the [DfE external data shares](#) webpage.

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'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published on the webpages the address below:

- [Personal information charter](#)

or

- [Requesting your personal information from DfE](#)

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

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.

Your rights

How to access personal information we hold about you

The UK-GDPR gives you certain rights about how your information is collected and used. 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.

Your other rights regarding your data

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

- The right in relation to automated decision making and profiling, for example decisions being taken by a computer or machine, rather than by a person
- 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
- The right to ask us to stop using your information to send direct marketing
- The right to 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.

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.

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.

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 **statutory data protection officer**:

London Borough of Redbridge Data Protection Officer at dataprotection.schools@redbridge.gov.uk

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

Review Date: June 2025

Date of Next Review: June 2026