



Privacy Notice (How we use workforce information)

Although we have tried to make this Privacy Notice as straight forward as possible, some may find it difficult to understand. Please contact the school Data Protection Officer, details at the end of this notice, for further help if needed.

This notice explains how we use information about you and what we do with it. We call this information about you 'personal data' or personal information'.

The categories of school information that we process

These include:

- 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)
- HR, including our Occupational Health provider
- 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, where relevant, subjects taught), 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
- Catering transactions in the school canteens

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

Please note that this list is not exhaustive

Why we collect and use workforce information

We use workforce data 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, as part of our safeguarding obligations towards pupils
- e) support effective performance management
- f) allow better financial modelling and planning
- g) enable ethnicity and disability monitoring
- h) improve the management of workforce data across the sector
- i) support the work of the School Teachers' Review Body

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

- Delivery of contract, comply with a legal obligation, carry out a task in the public interest, GDPR Article 6 (b) contract and (e) public task, and Article 9 (b) Employment and (g) substantial public task

For the Department for Education (DfE) data collections see relevant legislation for each specific [data collection](#)

- for the purposes of providing the DfE with requested information in accordance with the legal basis of providing education services and Article 6 (e) public task

In addition, concerning any special category data:

- conditions specified by the DfE under [UK GDPR - Article 9](#)

Collecting workforce information

We collect personal information via the application process (e.g. staff application form, references, proof of identity documents for DBS check), staff contract, conflict of interest declarations and continual professional development.

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 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](#).

Who we share workforce information with

We routinely share this information 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*
- *People Asset Management Group (PAM Group) Occupational Health Provider – to provide services and assess return to work following sickness*
- *Organisations used to deliver Continuing Professional Development (e.g. National College, Hemisphere, Inhouse Safety Mark, The Exams Office)*
- *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 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*

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.

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.

For school workforce census:

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.

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.

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

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 do have the right to object and 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 the school office on info@woodbridgehigh.co.uk.

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 July 2026.

Contact

Our Data Protection Officer (DPO) is the DPO at the London Borough of Redbridge. If you would like to discuss anything in this privacy notice, they can be contacted at dataprotection.schools@redbridge.gov.uk.

Our school's Data Protection Lead is Ms Rafiq, who can be contacted at info@woodbridgehigh.co.uk.

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>