



## Cop Lane C.E. Primary School

### Privacy Notice (How we use workforce information)

#### The categories of school information that we process

These include:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

This list is not exhaustive, to access the current list of categories of information we process please see: <https://www.coplanprimary.co.uk/our-school/key-information/data-fair-processing/>.

#### Why we collect and use workforce information

We use workforce data to:

We collect and use workforce information to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment, retention and workforce planning policies
- enable payroll and pension processing, including paying individuals correctly
- support safer recruitment, safeguarding and staff vetting checks
- fulfil employment, contractual and statutory obligations
- monitor attendance, sickness absence and staff wellbeing
- support performance management, training and professional development
- meet safeguarding and other legal requirements
- comply with statutory data collections requested by the Department for Education (DfE)
- support equality, diversity and inclusion monitoring
- manage employment relations, grievances, disciplinarys and HR casework

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)(b)** - processing necessary for the performance of a contract
- **Article 6(1)(c)** - processing necessary for compliance with a legal obligation
- **Article 6(1)(e)** - processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority
- **Article 6(1)(a)** - consent, where this is genuinely appropriate and freely given, for example for optional photographs or some marketing-style activities

### **Relevant legislation supporting these lawful bases may include:**

- Employment Rights Act 1996
- Education Act 1996
- Education Act 2002
- Children Act 2004
- Equality Act 2010
- Immigration, Asylum and Nationality Act 2006
- Work and Families Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Pensions legislation, where relevant
- The Education (School Teachers' Appraisal) (England) Regulations 2012, where relevant
- The Education (Supply of Information About Pupils) (England) Regulations, where relevant to staff data linked to pupil welfare
- Any specific DfE statutory data collection legislation, where applicable

### **In addition, concerning any special category data**

Where we process special category data, such as information about health, ethnicity, disability, trade union membership, religion or sexual orientation, we rely on one or more of the following conditions under Article 9 of UK GDPR:

- **Article 9(2)(b)** - employment, social security and social protection law
- **Article 9(2)(g)** - substantial public interest
- **Article 9(2)(h)** - health or social care purposes, where relevant
- **Article 9(2)(a)** - explicit consent, only where appropriate and not where another lawful basis is more suitable

## **Collecting workforce information**

We collect personal information via recruitment documentation, staff contract forms, payroll records and other HR processes.

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 workforce information securely for the period set out in our data retention schedule. This sets out how long different categories of information are kept and when they are securely destroyed or archived.

We also have measures in place to keep your information safe and to ensure it is only accessed by authorised staff. Further information is available in our data retention and information security

documents, which are regularly reviewed and published on our website:  
<https://www.coplanepprimary.co.uk/our-school/key-information/data-fair-processing/>

## Who we share workforce information with

We routinely share workforce information with our local authority, the Department for Education (DfE), and any other organisations that help us manage workforce such as our staff absence insurance provider.

We share information only where it is necessary for these purposes and in line with our legal obligations and duties as an employer.

## Why we share school workforce information

We share workforce information where we have a lawful basis to do so and where it is necessary for the operation of the school and the management of employment-related matters. This may include sharing information to meet legal obligations, process payroll and pensions, manage HR records, carry out safeguarding and health and safety duties, and complete statutory returns. Information is shared securely and in line with our data protection, retention and information security policies.

### 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.

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.

## 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 Mr I. Ashmore (Headteacher), Cop Lane C.E. Primary School, Cop Lane, Penwortham, PR1 9AE.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete

- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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.

## 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 the summer term 2026.

## Contact

If you would like to discuss anything in this privacy notice, please contact: Mr I. Ashmore (Headteacher), Cop Lane C.E. Primary School, Cop Lane, Penwortham, PR1 9AE.

## 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) 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:

- 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.

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

Under the terms of the Data Protection Act 2018, 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 at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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