



Our Lady of Lourdes Catholic Primary School

Privacy Notice for The Workforce

Date July 2026



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Privacy Notice for the Workforce: employed to teach, or otherwise engaged to work at the school

Under the United Kingdom General Data Protection Regulation (UK GDPR), Our Lady of Lourdes Catholic Primary School are required to inform you of what data we collect, how, and why we need to collect it.

The UK GDPR sits alongside an amended version of the DPA 2018.

The DPA 2018 sets out the framework for data protection law in the UK. It updates and replaces the Data Protection Act 1998.

Everyone responsible for using personal data has to follow the 'data protection principles.'

They must make sure the information is:

- Used fairly, lawfully and transparently
- Used for specified, explicit purposes
- Used in a way that is adequate, relevant and limited to only what is necessary
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Data Controller

Our Lady of Lourdes Catholic Primary School complies with GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z1631331).

The Data Protection Officer (DPO) for the school is Data Protection Education Ltd and can be contacted at dpo@dataprotection.education

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

The school may process personal data if at least one of the following applies:

- In order to protect the vital interests of an individual
- To comply with the school's legal obligations in the field of employment and social security and social protection law
- For the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- For reasons of public interest in the area of public health
- for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services, based on law, or pursuant to contract with a health professional
- For reasons of substantial public interest, based on law, which is proportionate in the circumstances, and which has provided measures to safeguard the fundamental rights and the interests of the data subject

Where we collect special category data, we will identify a lawful basis under Article 6 of the UK GDPR and a separate condition for processing under Article 9.

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The categories of information that we collect, process, hold and share include:

- Personal information (such as name, employee or teacher number, national insurance number)
- 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)
- Performance (such as capability and disciplinary matters)
- Qualifications and recruitment information (and, where relevant, subjects taught)
- Information relevant to the School Work Force Census and absence information.
- Relevant medical information
- Details of bank accounts and national insurance numbers
- Information about marital status and next of kin
- Information about nationality and entitlement to work in the UK
- Information about criminal records
- Images captured by CCTV or entry systems or digital recording devices

Please note, this list is not exhaustive.

Why we collect and use this information

- employment purposes
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- To assist in the running of the School
- To enable individuals to be paid

The collection of this information will benefit both national and local users by:

- Improving the management of workforce data across the sector
- Enabling development of a comprehensive picture of the workforce and how it is deployed
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling ethnicity and disability monitoring
- Supporting the work of the School Teachers' Review Body
- Protecting vulnerable individuals;
- The prevention and detection of crime

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 information to us or if you have a choice in this.

Who we share information with

We routinely share your information with:

- Education and Skills Funding Agency
- Local authorities
- The Department for Education (DfE)
- Our payroll provider

We also share information where necessary with:

- Prospective employers
- Welfare services, such as social services
- Law enforcement such as police or HMRC
- Training providers
- Professional advisors
- Occupation Health

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- External suppliers in the course of school life

Please note, this list is not exhaustive and information may be shared with other organisations where the law allows.

Why we share information

We do not share information about our workforce with anyone without consent unless the law and our policies allow us to do so. We will always seek consent for any other sharing of data.

Local authorities

We are required to share information about our workforce with our local authorities (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

We share personal data with the Department for 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.

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 a 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 for Education including the 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:

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases 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 store and handle the data

To be granted access to school workforce information, organisations must comply with strict terms and conditions

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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>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Retention Periods

Personal data will not be retained by the Schools for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools.

CCTV

The schools operate CCTV on the school sites as it is considered necessary to protect people's safety and/or the school's property.

Rights

You have the right to:

1. Be informed of data processing (which is covered by this Privacy Notice)
2. Access information (also known as a Subject Access Request)
3. Have inaccuracies corrected
4. Have information erased
5. Restrict processing
6. Data portability
7. Intervention in respect of automated decision making
8. Withdraw consent (see below)
9. Complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO.

Withdrawal of Consent

The lawful basis upon which the Schools process personal data is that it is necessary in order to comply with the Schools' legal obligations and to enable it to perform tasks carried out in the public interest.

Where the Schools process personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal

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review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF.