

Farmor's School

Privacy Notice: Workforce (including Volunteers, Contractors and Trainees) (2026–2028)

This notice explains how Farmor's School collects and uses personal data relating to employees, volunteers, contractors and trainees (staff)

1. The Workforce Data We Collect

We process:

Personal identifiers

- Name, address, contact details
- National Insurance number
- Emergency contacts
- Age
- Ethnic group

Employment information

- Contract details
- Salary and payroll information
- Absence and attendance
- Appraisal and performance data
- Qualifications

Safeguarding and vetting

- DBS checks
- Prohibition checks
- References
- Safeguarding records
- Online and social media checks

Special category data

- Health information
- Trade union membership (where provided)

Images

- CCTV
- Staff ID photos
- Website and prospectus photos

2. Why We Collect and Use This Data

We use workforce data to:

- Manage recruitment and employment
- Pay staff and administer pensions

- Meet safeguarding and legal obligations
- Support professional development
- Monitor equality and diversity
- Ensure site security

3. Our Lawful Bases

Under the UK General Data Protection Regulation (UK GDPR) the lawful bases we rely on for processing workforce information under Article 6 (1) are:

- **Contract** (paragraph (b))
- **Legal obligation** (paragraph (c))
- **Public task** (paragraph (e))
- **Legitimate interests** (where appropriate) (paragraph (f))

Special category data (as defined in Article 9 of UK GDPR) is processed under:

- Employment law under Article 9 (2) (b)
- Health and social care under Article 9 (2) (h)
- Substantial public interest under Article 9 (2)(g)
- Explicit consent (where required) (under Article 9(2) (a))

4. How We Store Data

Data is stored securely and retained in line with the school's **Records Management and Retention Schedule** based on the **IRMS Toolkit 2024**.

DBS certificates are retained for **no longer than six months**.

For more information on our Records Management and Retention Schedule and how we keep your data safe, please contact: DPO@farmors.gloucs.sch.uk

5. Who We Share Data With

We may share data with:

- The Local Authority
- DfE
- Payroll and pension providers
- Occupational health
- DBS
- Training providers
- IT service provider

6. 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)

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>.

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-school>

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

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

7. Your Rights

You have the right to:

- be informed, that is the right to be informed about our collection and use of your personal data
- Access your data, that is the right to ask for copies of your personal information which we hold (Subject Access Request)
- Request rectification, that is, the right to ask us to change any information you think is not accurate or complete
- Request erasure of your personal information (in certain circumstances)
- Restrict processing, that is, the right to ask us to stop using your personal information
- Object to the processing of your information in certain circumstances
- Withdraw consent, where consent is relevant
- Rights in relation to automated decision making and profiling
- Complain to the Information Commissioner [[Make a complaint | ICO](#)] if you feel we have not used your information in the right way

There are legitimate reasons why we may refuse your request, which depends on the reason for 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 object does not apply when the lawful basis for processing is contract, legal obligation or vital interests;
- right to object does not apply if the lawful basis is consent but you have the right to withdraw consent.

Requests should be made to the **Data Protection Officer (DPO)**.

8. Contact

Data Protection Officer (DPO) Farmor's School [DPO@farmors.gloucs.sch.uk] , Use this email contact for all enquiries relating to personal data, including making a Subject Access Request (as detailed in Data Protection Policy)

9. 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 April 2026.