



# The Henrietta Barnett School

## Data Protection Privacy Notice for School Workforce (How we use school workforce information)

### 1. The categories of school workforce 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)
- qualifications and, where relevant, subjects taught
- medical information (such as disabilities and medical conditions which might require the school to make special provisions)
- interview information (such as references and educational history)
- Disclosure and Barring Service (DBS) number, issue date (and risk assessment where there has been a disclosure)
- information pertaining to other regulatory employment checks
- payroll information including bank details
- Performance Management and training information plus other information pertaining to the carrying out of your role

### 2. Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- improve the management of workforce data across the sector
- allow better financial modelling and planning
- enable ethnicity and disability monitoring
- support the work of the School Teachers' Review Body
- monitor, evaluate, train and support you in your role

### 3. The lawful basis on which we process this information

The School collects and uses this information under the Data Protection Act 2018 and the UK General Data Protection Regulation (2018), where 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 or where we have obtained appropriate consent for specific purposes.

For special category data we process this information where we have obtained explicit consent to the processing of those personal data for specific purposes or where processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the data controlled in the field of employment, *in so far as it is authorised by UK law or a collective agreement pursuant to UK law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.*

#### **4. Collecting this information**

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 school workforce information to us or if you have a choice in this. This will be made clear in the relevant data capture forms.

#### **5. Storing this information**

We hold school workforce data for until contract termination plus 6 years. All information is held within a secure filing cabinet or in password protected electronic files / systems.

#### **6. Why we share school workforce information**

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

#### **7. Who we share this information with**

We routinely share this information with:

- a. 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.
- b. EPM Ltd (Payroll Provider)  
We share personal data with EPM Ltd, who manage the school's payroll function in order to comply with the employment contract which the school has agreed with the employee.
- c. The School shares personal data of some workforce members with the School's Management Information System (currently SIMS) in order for senior staff to access staff records or emergency contacts or log, track and analyse students/groups of students for educational purposes. The school also shares some workforce personal data personal data with applications which regularly import/export data to/from the MIS via Wonde, GroupCall etc such as: CPOMS, Involve Education, Softlink Oliver, SISRA Analytics, School Cloud, ASSET for schools, EVOLVE. This is a comprehensive but not exhaustive list and the school reserves the right to use other such services in this way in support of student and staff provision.
- d. ParentMail (Parent Communication System)  
We share information with ParentMail to enable staff to process student extra curriculum communications with parents.
- e. Accent Catering (for use in the cashless catering system)  
We share personal data with Accent Catering as part of the provision for them to operate the cashless catering system in the canteen and café.
- f. Suppliers of Email, Internet and IT services  
We use email and IT services to enable the school to administer communication both internally and externally and facilitate the smooth running of the school. Where necessary external IT suppliers will access systems to provide support and fix issues. In all instances there will be a data protection agreement in place to safeguard information on the systems they are accessing.

#### **8. 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:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department 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 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. 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>

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

## 9. 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, please refer to our Data Protection and Privacy Policy, to which this is an appendix.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

## 10. Concerns & Further Information

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/>

If you would like to discuss anything in this privacy notice, please contact:

The School Business Manager, who is the Data Protection Officer, via [office@hbschool.org.uk](mailto:office@hbschool.org.uk) or to the address below:

The Henrietta Barnett School, Central Square, Hampstead Garden Suburb, London NW11 7BN

## Review & Updates

This document is reviewed annually. It was updated in April 2026.