Thorpe Acre Junior School

Thorpe Acre Infant School

Privacy Notice:
School Workforce

Reviewed : November 2026

Learning, Working and Succeeding Together
Reaching High, Learning and Growing Together

Safeguarding Statement

At Thorpe Acre Infant School and Thorpe Acre Junior School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Thorpe Acre Infant School and Thorpe Acre Junior School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

GDPR Statement

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.

Equality Impact Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Contents

1. Introduction 3
2. Categories of data 3
3. Staff photographs 3
4. We use and share information to comply with statutory, regulatory, practice and contractual obligations 3
5. Use of Artificial Intelligence (AI) 4
6. Lawful basis on which we collect and process this information 4
7. Collecting this information 4
8. Storing this information 4
9. Who we share this information with 4
10. Why we share school workforce information 5
11. Local authority 5
12. Department for Education (DfE) 5
13. Data collection requirements 5
14. Requesting access to your personal data 6
15. Review 6

1. Introduction

This privacy notice explains how we collect, process, and manage information for the school workforce. That includes employed members of staff, volunteers, including trustees and governors, trainee teachers, apprentices, and work experience/workplace placements.

2. Categories of data

The schools collect and processes a number of data categories which include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data (such as gender, age, ethnic group, religion)
- contract information (such as start dates, hours worked, post, roles, salary information)
- work absence information (such as number of absences and reasons)
- qualifications (where relevant, subject taught)
- medical information
- references

3. Staff photographs

We use staff photographs for the purpose of identifying key people to our school community. This can include use of a photo on display boards, our website, social media or other promotional activities.

4. We use and share information to comply with statutory, regulatory, practice and contractual obligations

These obligations may include but are not limited to:

- enabling development of a comprehensive picture of the workforce and how it is deployed
- improving the management of workforce data across the sector
- pay salaries and pension contributions
- 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
- comply with guidance such as 'Working Together' and safeguarding obligations
- facilitating good governance
- internal reviews and quality monitoring
- CPD and staffing issues

If we are required to comply with other legal obligations not listed above, we will share data only when it is lawful to do so.

5. Use of Artificial Intelligence (AI)

The schools may use AI technologies to support educational, administrative, and safeguarding functions. This includes, but is not limited to, tools that assist with:

- Enhancing learning experiences and personalising education;
- Automating routine administrative tasks;
- Supporting data analysis for school improvement;
- Monitoring safeguarding concerns and wellbeing indicators

AI systems used by our schools are subject to appropriate oversight and controls to ensure they comply with data protection laws and ethical standards.

AI tools do not make final decisions about individuals without human involvement. Any outputs from AI systems are reviewed and interpreted by staff before any action is taken.

A separate AI Privacy Notice is available and provides further detail about the types of AI used, the data involved, our legal basis for processing and how risks are managed. This document can be accessed via our websites.

6. Lawful basis on which we collect and process this information

We must make sure that information we collect and use about staff is in line with the UK GDPR and Data Protection Act 2018. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools/academies to collecting and processing information comes from a variety of sources, such as the Article 6 and Article 9 of the UK GDPR, the Safeguarding of Vulnerable Groups Act 2006. We also have obligations to organisations such as HMRC and the Department of Work and Pensions.

7. 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.

8. Storing this information

We hold school workforce data in accordance with our HR and retention policies.

9. Who we share this information with

We may share this information with organisations such as:

- our local authority
- the Department for Education (DfE)
- Safeguarding and protection for children and vulnerable adults
- Payroll services
- Legal advisers
- Insurance providers
- HMRC

- Teacher Pension Scheme and the Local Government Pension Scheme (and other pension providers)
- Health professionals

10. 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.

11. 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.

12. 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 of educational attainment.

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

13. 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

14. 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:

Role	Name	Email
Administrator	Ms Jo Beaumont	office@taj.leics.sch.uk
Data Protection Lead/Compliance Officer	Mrs Lyndsey Isaac Mrs Jo Pullen	office@taj.leics.sch.uk office@tais.leics.sch.uk
Data Protection Officer (DPO)	Mr John Walker	info@phplaw.co.uk

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.

More details about how we use and manage data can be found in the Data Protection Policy and other relevant polices for the school workforce on the websites.

15. Review

The schools will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.