



School Workforce Privacy Notice

How we use personal information about our workforce

Effective: September 2026 **Review:** at least annually and whenever our processing changes.

Who we are

Norbury Manor Primary School is the **data controller** for the workforce information described in this notice. This applies to employees and may also apply, as relevant, to applicants, agency staff, casual workers and other individuals working for the school.

We process personal information in accordance with UK GDPR, the Data Protection Act 2018 and other relevant legislation.

The workforce information we process

- personal identifiers and contact details, including name, address, date of birth, employee or teacher number and National Insurance number
- characteristics information such as sex, age, ethnicity and disability information where relevant
- recruitment information, references, right-to-work information, vetting and safeguarding checks
- contract information such as start date, hours, post, roles, salary and employment status
- payroll, pension, tax and bank information
- work absence, leave and attendance information
- qualifications, training, professional development and, where relevant, subjects taught
- performance management, appraisal and capability information
- relevant medical, occupational health and reasonable-adjustment information
- disciplinary, grievance and safeguarding information where applicable
- emergency contact and next-of-kin details
- information generated through the use of school systems, premises, filtering and monitoring arrangements where relevant

Why we collect and use workforce information

- recruit and employ staff safely and lawfully
- enable staff to be paid and administer pensions and other employment benefits
- manage contracts, attendance, leave and the employment relationship
- support appraisal, professional development and workforce planning
- meet safeguarding and safer-recruitment obligations
- monitor equality and meet employment-law obligations
- support financial modelling, budgeting and organisational planning

- meet statutory duties, including workforce information required by the DfE and local authority
- protect the security, safety and effective operation of school systems and premises

Our lawful bases for processing

Depending on the purpose, we process workforce information because it is necessary for a **contract**, to comply with a **legal obligation**, to perform a **public task**, to protect **vital interests**, for appropriate **legitimate interests**, or on the basis of **consent** where consent is appropriate.

For special category data and criminal-offence data, we also identify an appropriate condition under Article 9 UK GDPR and/or the Data Protection Act 2018.

How we collect workforce information

Information is collected through recruitment and application processes, employment records, payroll and HR systems, appraisal and professional-development processes, absence and occupational-health procedures, safeguarding processes, and information supplied by the employee or relevant third parties.

How long we keep information

We hold workforce information securely for the periods set out in the school's data retention schedule. Different records have different retention requirements. Information is securely deleted or destroyed when it is no longer required.

Who we share workforce information with

- Croydon Council where required for maintained-school employment, payroll, pension, HR or statutory purposes
- the Department for Education
- HM Revenue and Customs, pension providers and other statutory bodies
- occupational health and other employment-support services
- professional bodies, training providers and safeguarding agencies where appropriate
- auditors, insurers, legal advisers and other professional advisers
- service providers acting on our behalf, such as HR, payroll, IT and management-information providers
- other organisations where sharing is required or permitted by law

Department for Education workforce collections

The DfE collects workforce information from schools and local authorities through statutory data collections. The information is used for purposes including workforce analysis, policy development, funding, statistics and research. The legislation supporting each collection is set out by the DfE.

Your rights

The rights that apply depend on the circumstances and lawful basis for processing. They include:

- the right to be informed about how we use personal data
- the right of access to personal data we hold about you
- the right to have inaccurate or incomplete information corrected
- the right to request erasure in certain circumstances
- the right to request restriction of processing in certain circumstances
- the right to object to processing in certain circumstances
- the right to data portability where this applies

- rights in relation to automated decision-making and profiling where this applies
- the right to withdraw consent at any time where we rely on consent

Questions, concerns and complaints

Data Protection Officer

Norbury Manor Primary School

Email: DPO@nmp.croydon.sch.uk

You may also raise a concern with the Information Commissioner's Office (ICO) if you are unhappy with the way your personal information has been handled.

Do staff need to sign this notice?

No. Staff do not need to sign the privacy notice to make it valid. The school should make the notice readily available and bring it to staff members' attention, including at appropriate points such as recruitment, appointment and the start of the school year. Any separate consent that is genuinely required for a particular processing activity should be obtained separately.

Source: Adapted for Norbury Manor Primary School from the Department for Education's 2026 to 2027 privacy notice model documents. The DfE states that model wording must be reviewed and amended to reflect each school's local circumstances.