KING EDWARD VI
SCHOOL LICHFIELD

Privacy Notice for Staff 2026

Original Version:	*Ratified on 16/10/2025, now superseded*
To be reviewed by:	Headteacher
Governors Review: Summary of Changes: Ratified: Date:	 *Ratified without amendment* *Finance and Strategic Leadership Committee* *15/10/2026*
Version:	*FINAL*
Dissemination: Teams policy folder KES website Other	 *√* *√* *√ KES All Staff Team*
Next Review:	*October 2027*

Privacy Notice for the School Workforce

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, King Edward VI School Lichfield, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Natalie Morrissey (see 'Contact us' below).

The Personal Data We Hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data (such as number of absences and reasons)
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records
- Bio-metric data, such as facial recognition if you have specifically opted-in for cashless catering

Why We Use This Data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Ensure that our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely and to keep our networks and devices safe from unauthorized access and to prevent malicious software from harming our network.

Our Lawful Basis for Using This Data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting This Information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How We Store This Data

Personal data is stored in line with our data protection policy.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our record retention schedule as set out below in the Records Management Policy. All policies are available in the staff area on Teams.

Data Sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority, Staffordshire County Council – to meet our legal duties to share certain information, including safeguarding concerns and other relevant staffing matters. This includes Entrust who provide some services on behalf of the Local Authority.
- The Department for Education
- Your family or representatives
- Educators and examining bodies
- Ofsted (the schools' inspection service)
- Suppliers and service providers – to enable them to provide the service we have contracted them for. These include:
    - Payroll
    - Evolve (Educational visits management system) to ensure health & safety requirements are met. This service is linked to Staffordshire County Council.
    - InVentry – signing in and out system, to ensure safety linked to emergency evacuations
    - ParentPay in order to operate cashless catering and educational visits;
    - Groupcall to provide a text-messaging service and email service
    - Go4Schools to share timetable information and for staff to log student-related information
    - Satchel One – to provide all students and parents with online access to homework
    - MyConcern – to securely store any confidential safeguarding concerns
    - Parents Evening System – to provide an online booking service for appointments
    - Online learning resources including Office 365 – names and classes are shared to allow effective access for students
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations

- Health authorities
- Security organisations (e.g. for CCTV maintenance)
- Health authorities & health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

Transferring Data Internationally

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with data protection law.

Your Rights

How To Access the personal Information We Hold About you

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your Other Rights Regarding your Data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)

- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact either:

Personal Assistant to Headteacher

office@keslichfield.org.uk

Tel: 01543 255714

or our **data protection officer**:

- Hedda Motherwell dpo.schools@staffordshire.gov.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and carers and to reflect the way we use data in this school.