

Privacy Notice – School Workforce

**School Name: New Woodlands
School**

Version: 1.0

Effective Date: Autumn 2025

Review Date: Autumn 2026

1. Introduction

This Privacy Notice explains how New Woodlands School collects, uses, stores and shares personal information about staff, in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and guidance from the Information Commissioner's Office (ICO). The school is committed to processing personal data lawfully, fairly and transparently, and to safeguarding the privacy rights of all staff.

2. Contact Details

- School Address: Shroffold Road, Bromely, BR1 5PD
- Data Controller: New Woodlands School

Data Protection Officer (DPO):

- Name: Stephen Williams, Head of Information Security and Governance (DPO)
- Email: schoolsdpo@lewisham.gov.uk
- Phone: 020 8314 6212 (ext. 46212)
- Postal: Chief Executive's Directorate, Lewisham Council, Laurence House, 1 Catford Rd, London SE6 4RU

3. Categories of School Workforce Information Collected

We collect, process, hold and share the following categories of personal data about staff:

- Personal information (name, employee/teacher number, national insurance number)
- Special category data (e.g., gender, age, ethnic group, health data)
- Contract information (start dates, hours worked, post, roles, salary)
- Work absence information (number of absences, reasons)
- Qualifications (and, where relevant, subjects taught)
- Relevant medical information
- Home and emergency addresses/contact details
- Payroll and pension information

4. Purposes for Collecting and Using Workforce Information

- Develop a comprehensive picture of the workforce and deployment
- Inform recruitment, retention and workforce planning
- Enable individuals to be paid and manage pensions/benefits
- Manage contracts and employment relationships
- Monitor absence and support wellbeing/occupational health
- Fulfil statutory obligations and regulatory reporting
- Safeguarding and health & safety management

5. Lawful Basis for Processing

We process personal data under one or more of the following lawful bases:

- Legal obligation – compliance with employment, education and safeguarding law
- Public task – tasks carried out in the public interest or exercise of official authority
- Vital interests – to protect staff in emergencies
- Consent – for specific, optional activities (explicit consent obtained where required)
- Contract – necessary for performance of a contract (e.g., payroll)

Special category data is processed under Article 9 UK GDPR with additional safeguards. Criminal offence data is handled in accordance with the Data Protection Act 2018 with an Appropriate Policy Document as required.

6. Collecting Workforce Information

- Most information is mandatory to fulfil statutory and contractual obligations
- Some information is provided voluntarily; we will make this clear at the point of collection

7. Storing Workforce Data (Security & Retention)

Records are held securely on electronic systems and paper files with strict access controls. Key retention periods include:

- Personnel file (core HR records): Termination of employment + 6 years
- Payroll and pension records: 6 years (or longer where HMRC or pension scheme rules require)
- Sickness/attendance records: 6 years after end of employment
- Recruitment records (unsuccessful candidates): 6–12 months
- Disciplinary and grievance records: 6 years after closure
- Accident/incident reports (staff): Date of incident + 7 years (longer if serious injury/industrial disease)
- Training and safeguarding records: duration of employment + 6 years

When data is no longer required, it is securely destroyed or anonymised in line with our Records Management Policy and retention schedule

8. Sharing Workforce Information

We routinely share staff information with:

- Local authority
- Department for Education (DfE) and executive agencies
- Academy chains/federations/Multi Academy Trusts (MATs)

- Payroll and pension providers
- Occupational health and wellbeing services
- Approved suppliers (e.g., HR/finance systems, training platforms) under Article 28 contracts
- Regulators, police or courts where legally required

We disclose only the minimum necessary information for the stated purpose and ensure appropriate safeguards are in place.

9. Reasons for Sharing Workforce Information

- Compliance with statutory duties and data collections (e.g., workforce census)
- Employment administration (pay, pensions, benefits)
- Safeguarding, health and safety and wellbeing
- Regulatory and legal compliance

10. Data Collection Requirements (DfE)

For more information on statutory workforce data collections, see:
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

11. Department for Education (DfE) Data Sharing

The DfE collects and processes personal data relating to those employed by schools and local authorities in state-funded schools. Data may be shared with third parties for research, analysis, statistics and guidance with robust confidentiality and security controls. More info:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> and
<https://www.gov.uk/contact-dfe>

12. Your Data Protection Rights

Under data protection legislation, staff have the right to:

- Request access to personal data held about them
- Rectify inaccurate or incomplete data
- Erase data (where applicable)
- Restrict or object to processing
- Object to automated decision-making
- Claim compensation for damages caused by a breach
- Complain to the ICO: <https://ico.org.uk/concerns/>

Requests should be made to the School. We respond within one month (extendable for complex requests).

13. Further Information

- DPO: Stephen Williams – schoolsdpo@lewisham.gov.uk – 020 8314 6212 (ext. 46212)
- School Address: Shroffold Road, Bromley, BR1 5PD



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