

Barrow CEVC Primary School

Privacy Notice for the School Workforce

September 2026

Data controller	Barrow CEVC Primary School
Data Protection Officer	Mark Denny mark.denny@majorseventh.co.uk

This notice explains how we collect, use, store and share personal data about people we employ or otherwise engage to work at the school.

The personal data we may hold

- contact details, date of birth and emergency contacts
- employment, contract, salary, pension, payroll, tax and bank information
- recruitment information, references, right-to-work and safeguarding checks
- qualifications, employment history, training and professional memberships
- performance, appraisal, disciplinary and grievance information
- absence and leave information
- health information and reasonable-adjustment information where relevant
- photographs and CCTV footage
- information about use of school ICT systems where monitoring is necessary for security, safeguarding, compliance and the proper operation of school systems.
- special category information where relevant, including ethnicity, religion or belief, health, sexual orientation, political opinions and trade union membership.

Why we use workforce information

- to recruit safely and meet safeguarding duties
- to administer employment, contracts, payroll, pensions, leave and benefits
- to support appraisal, professional development and workforce planning
- to manage absence, wellbeing, health and safety and reasonable adjustments
- to meet equality, financial, regulatory and statutory reporting duties
- to protect school systems, information and users
- to support sector workforce data and statutory returns.

Our lawful basis

Depending on the purpose, we process workforce data because it is necessary for a contract, to comply with a legal obligation, to carry out a public task, to protect vital interests, or because consent has been given where consent is appropriate. Where we process special category data, we also identify an appropriate condition under UK GDPR and the Data Protection Act 2018.

Who we may share information with

- Suffolk County Council and relevant pension/payroll bodies

- the Department for Education
- HMRC and other government bodies where required
- Ofsted and other regulators
- professional bodies, educators and examining bodies
- health, occupational health and social welfare organisations where appropriate
- professional advisers, insurers, contractors, suppliers and service providers.

School Workforce Census and Department for Education

The school is required to share specified workforce information with the Department for Education through statutory collections such as the School Workforce Census. DfE uses workforce information for purposes including workforce policy, pay and pensions analysis, funding and expenditure links, statistics, monitoring and research. DfE becomes an independent data controller for the copy of information it receives.

Retention and international transfers

We retain workforce records in line with the school's records management and retention procedures. Where a supplier processes personal data outside the UK, we ensure that the transfer is lawful and that appropriate UK data-protection safeguards are in place.

Your rights

Under UK data protection law, individuals have rights in relation to their personal data. Which rights apply depends on the lawful basis for the processing. These may include:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure in certain circumstances
- the right to restrict processing in certain circumstances
- the right to data portability where applicable
- the right to object to certain processing
- rights in relation to automated decision-making and profiling.

To exercise a right or ask a question about it, contact our Data Protection Officer, Mark Denny, at mark.denny@majorseventh.co.uk.

Concerns and complaints

If you have a concern about the way we collect or use personal information, please contact the school or our Data Protection Officer in the first instance. You also have the right to complain to the Information Commissioner's Office (ICO). Current contact details and complaint routes are available on the ICO website.

Contact us

Barrow CEVC Primary School
 Colethorpe Lane, Barrow, Bury St Edmunds, Suffolk IP29 5AU
 01284 810223
admin@barrow.suffolk.sch.uk

www.barrowcevcprimaryschool.co.uk

Data Protection Officer: Mark Denny | mark.denny@majorseventh.co.uk

Review: This notice will be reviewed at least annually and whenever there is a significant change to the way we process personal data.

This notice has been refreshed for the 2026/27 academic year using the Department for Education's 2026/27 model privacy-notice guidance and tailored to the school's existing privacy information and processing.