



## Crowmarsh Gifford C of E Primary School & Pre School

*Care, Grow, Persevere, Shine*

### Privacy Notice for School Workforce

We, **Crowmarsh C of E Primary School**, process personal data relating to those we employ to work at, or otherwise engage to work at, our school / Local Authority. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid.

#### The categories of school information that we process include:

- personal information (such as name, employee or teacher number, national insurance number, address)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information
- next of kin/emergency contact details (name, email, phone number, relationship to you)
- pre-employment and safeguarding checks (such as “Right to Work in the UK” information, DBS and Children’s Barred List outcome information, childcare disqualification check, preplacement medical questionnaire outcome information, employment references, overseas check outcome information, and Teacher Status Check outcome information)
- performance management, grievance, and conduct or disciplinary information [where applicable]
- state benefits and pensions information, student loans, occupational pensions

#### Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) manage recruitment processes and safer recruitment requirements



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- e) manage work absence and other performance management and conduct or disciplinary related activities in accordance with CGPS policies and procedures

### The lawful basis on which we process this information

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- Article 6.1.e states that the use of personal data is justified if 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'. In this instance, the requirement for the school to deliver education under the Education Act (1996) requires us to collect information to deliver this service.
- Article 9 covers the use of sensitive personal information (this includes health and social care information). This is justified either by article 9.2.a (consent from the data subject) or article 9.2.e (processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services.)

### Collecting workforce information

We collect personal information via Microsoft online forms, staff contact forms and application forms.

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

### Storing workforce information

We hold school workforce data for six (6) calendar years after your employment ceases or six (6) financial years where required by law. For more information on our data retention schedule and how we keep your data safe, please visit the 'policies and procedures' tab on the school website.

All personnel information in school is held securely.

### Who we share workforce information with

We routinely share this information with:

**Headteacher:** Mrs V Eaglen **Assistant Headteacher:** Mrs K Lucas  
**Old Reading Road, Crowmarsh Gifford, Wallingford, Oxfordshire OX10 8EN**  
**Tel:** 01491 836785 **Email:** [office.3200@crowmarsh-gifford.oxon.sch.uk](mailto:office.3200@crowmarsh-gifford.oxon.sch.uk)  
**Website:** [www.crowmarshgiffordprimary.com](http://www.crowmarshgiffordprimary.com)





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- our local authority (where applicable)
- the Department for Education (DfE)
- Integris and Wonde
- Home Office (for visa applications)
- Schools Direct Trainee Teacher Programme and partnership universities

### Why we share school workforce information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

### 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.

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections, under: section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### Arbor

We share personal data, including special categories of personal data, with Arbor database administration and technical support purposes including:

- The administrations of your workforce data
- Contract information for payroll purposes
- Supporting the statutory return process (DfE censuses)

### E-Visit Planning

We share personal data with E-visit planning, to ensure that trips are planned, risk assessed and approved. The only other people with access to that data are the Off-Site Visits Officer for OCC on behalf of OCC and QES Ltd. (software company) both of whom are governed by comprehensive privacy policies.

**Headteacher:** Mrs V Eaglen **Assistant Headteacher:** Mrs K Lucas  
**Old Reading Road, Crowmarsh Gifford, Wallingford, Oxfordshire OX10 8EN**  
**Tel:** 01491 836785 **Email:** [office.3200@crowmarsh-gifford.oxon.sch.uk](mailto:office.3200@crowmarsh-gifford.oxon.sch.uk)  
**Website:** [www.crowmarshgiffordprimary.com](http://www.crowmarshgiffordprimary.com)





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### **Examples for school workforce census:**

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

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

### **UK Visa and Immigration Service**

We share your personal details with the Home Office where you have applied for a visa to work in this country.

### **Ask4Support**

We share your personal details with 'Ask4Support' so that you have access to the School network and email.

### **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 Donna Evans, School Business Manager.

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: Donna Evans, School Business Manager, [devans3200@crowmarsh-gifford.oxon.sch.uk](mailto:devans3200@crowmarsh-gifford.oxon.sch.uk) or our Data Protection Officer, [antonia.noble@icloud.com](mailto:antonia.noble@icloud.com).



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### How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

### Data collection requirements

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/datacollection-and-censuses-for-schools>.

### Sharing by the Department

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
- 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.

To contact the department: <https://www.gov.uk/contact-dfe>

*This notice is based on the for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school. This statement was reviewed and updated in September 2025.*