

April 2026

Dear Colleague

Privacy Notice – How We Use School Workforce Information

The categories of school workforce information that we collect, process, hold and share include

- personal information (such as name, employee or teacher number, national insurance number, address, next of kin, contact details)
- special categories of data including characteristics information such as gender, age, ethnic group and DBS clearance
- contract information (such as start dates, hours worked, post, roles and salary information)
- payroll information (such as bank details, tax code, student loan deductions, pension contributions)
- work absence information (such as number of absences and reasons)
- qualifications (and where relevant, subjects taught)
- relevant medical information
- appraisal information
- information gained from online searches to support our safer recruitment policy

We use school workforce data to

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid in line with recognised, national terms and conditions of employment
- ensure our policies and processes are consistently and fairly adhered to

We have to state the lawful bases upon which we process school workforce information which are

- consent – clear consent has been given for us to process personal data for a specific reason
- legal obligation – the processing is necessary for us to comply with the Education Act 1996
- special category condition – personal data which is more sensitive and so needs more protection

Workforce data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain workforce information to us or if you have a choice in this.

We hold workforce data securely for 7 years after the termination of employment. We routinely share this information with

- the DfE
- our financial and internal HR systems in order to process payroll
- HMRC, pension providers and where you have requested individual deductions from your salary, those third parties with whom deductions are paid to (such as Westfield Health, Unions etc)

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so. We are required to share information about our school employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and

amendments. We share information with our financial systems, HMRC, pension providers and other third parties in order to process salaries in accordance with individual terms and conditions of contract.

The DfE collects and processes personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our employees under Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

To find out more about the data collection requirements placed on us by the DfE, including the data that we share with them, go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We use a secure, cloud based management information system (MIS) to store and manage staff information. This system is provided by a third party and is hosted securely in line with UK data protection requirements. Appropriate security measures are in place and data is only processed by the school.

We may use systems that include artificial intelligence (AI) to support our planning and preparation of educational materials as well as to assist with administrative tasks such as timetabling or communication. AI tools are only used to support staff decision making and do not replace human judgement. We do not use personal data to train public AI models, our systems are secure and compliant with UK GDPR and data is processed securely in line with UK GDPR.

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the Data Protection Officer via email, dpo@waleshigh.com.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant). · the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [raise a concern with ICO](#)

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting dpo@waleshigh.com.

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 8 April 2026.

If you would like to discuss anything in this privacy notice, please contact Data Protection Officer via email, dpo@waleshigh.com.

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) 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

To find out more about the data collection requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The Department for Education (DfE) 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 for Education (DfE) will only share your personal data where it is lawful, secure and ethical to do so and 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 the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education’s (DfE) data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>.

Under the terms of UK GDPR, you’re entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they’re holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a ‘subject access request’. Further information on how to do this can be found within the Department for Education’s (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>.

Wales High School