Privacy Notice (How We Use Workforce Information)

Cranham CofE School is the data controller for the use of personal data in this privacy notice.

This abridged Privacy Notice for school workforce explains how and why we store personal information about those employed by the school or otherwise engaged to work at the school. It provides a guide to our legal obligations and their own rights. Like any organization which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR).

The Categories of Workforce Information That We Process Include:

Personal Information	Name, date of birth, gender, address, email address, telephone number National Insurance number Employee or teacher number Medical conditions
Characteristics	Ethnicity, language, nationality, country of birth
Attendance Information	Sessions attended, number of absences, reasons for absence
Employment / Recruitment / Contract Information	References Self-Disclosure forms DBS checks Verification of the right to work in the UK Start dates Hours worked Post / roles Salary information P45 forms Pensions information
Other	Appraisal / Performance Management notes and reports Qualifications DBS evidence Disciplinary information Grievances

Why We Collect and Use Workforce Information

We use workforce data to:

- Enable the deployment 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
- Provide support to staff when required (e.g. medical emergencies)
- Maintain high standards of performance from the workforce

Under the UK General Data Protection Regulation (UK GDPR), the legal bases we rely on for processing personal information for general purposes are: (6a) Consent; (6c) A Legal obligation; (6d) A duty to safeguard pupils; (6e) Public task.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. **Cranham CofE Primary** will work within the conditions of GDPR - Article 9 of the UK GDPR: (9.2a) explicit consent; (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law; (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person; (9.2f) for the establishment, exercise or defence of legal claims; (9.2g) reasons of substantial public interest; (9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

Collecting and Storing Workforce Information

We collect personal information via email.

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit **Data_retention_policy_2024.pdf**

Who We share Workforce Information With

We routinely share aspects of workforce information with the following organisations. Our full Privacy Notice explains the reasons why we share data with these organisations:

- Our local authority
- The Department for Education (DfE)
- Suppliers and service providers with whom we have a contract.

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 Lucy Ryan or Wendy Argent at admin@cranham.gloucs.sch.uk or call 01452 812 660.

Depending on the lawful basis used for processing data (as identified above), you may also have other rights as per the UK GDPR.

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, or with our Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

Withdrawal of Consent and the Right to Lodge a Complaint

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 Wendy Argent or Lucy Ryan at admin@cranham.gloucs.sch.uk or call 01452 812 660

Last Updated

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 10 November 2025.

Contact, Full Privacy Notice & How Government Uses Your Data

If you would like to discuss anything in this privacy notice, or to view our full Workforce School Privacy Notice (including how the Government uses your data), please contact: Wendy Argent or Lucy Ryan, Cranham CofE Primary School in Cranham, Gloucester, GL4 8HS or DPO@schoolpro.uk