



PRIVACY NOTICE FOR STAFF

Parkgate Primary School collects and uses personal information about people who work for us, including employees, temporary and agency staff, trainees, volunteers, contractors and other workers where applicable. This notice explains what information we collect, why we use it, the lawful bases we rely on, who we may share it with, how long we keep it, how we protect it and the rights available to you.

This notice is designed to meet our transparency obligations under UK data protection law. It should be read alongside relevant school policies, including our Records Management Policy, Data Protection Policy, Acceptable Use/IT policies, safeguarding policies and any specific privacy information provided for particular processing activities.

1. Who is responsible for your information?

Parkgate Primary School is responsible for deciding how and why your personal information is processed for the purposes described in this notice. The school is the data controller for the personal information it processes in that capacity.

For questions about this notice or how your information is used, please contact:

Vicki Charnley, School Business Manager (admin@parkgate.cheshire.sch.uk)

The school's independent Data Protection Officer (DPO) is provided through Cheshire West and Chester Council:

Schools Data Protection Officer
Cheshire West and Chester Council
4 Civic Way, Ellesmere Port, CH65 0BE
Email: schoolDPO@cheshirewestandchester.gov.uk

2. Why do we need your information?

We use staff personal information to administer and manage your employment and to operate the school lawfully and effectively. This includes:

- recruitment, appointment, contracts and maintaining employment records;
- payroll, salary, tax, National Insurance, expenses, benefits and pensions;
- managing attendance, absence, sickness, leave and occupational health arrangements;
- training, continuing professional development, appraisal and performance management;

- equalities monitoring and workforce planning;
- safeguarding, safer recruitment, suitability checks and fulfilling duties relating to children and vulnerable people;
- managing access to school buildings, systems, devices, email and other services;
- maintaining IT, information security and business continuity;
- meeting health and safety, employment, education and other statutory duties;
- responding to complaints, investigations, disciplinary and grievance matters and legal claims;
- producing statutory returns and management information, including relevant Department for Education and local authority returns; and
- protecting the rights, safety, property and security of staff, pupils and other people who use our services.

3. What information do we collect?

Depending on your role and circumstances, the information we hold may include:

- Personal and contact details: name, title, address, telephone number, email address, date of birth and emergency contact details.
- Identifiers: National Insurance number, employee/reference numbers and other identifiers needed for employment administration.
- Employment information: job title, role, hours, contract, start/end dates, remuneration, working pattern, leave and absence information.
- Payroll and financial information: bank details, tax information, deductions, pension information and expense information.
- Qualifications and professional information: qualifications, training, professional registrations, experience, appraisal and performance information.
- Recruitment and safeguarding information: application and recruitment records, references, right-to-work information, DBS and other suitability/safeguarding checks where required.
- Equality and diversity information: information such as ethnicity, nationality, country of birth, disability and other equality information where collected for lawful purposes.
- Health information: sickness absence, occupational health information, reasonable adjustments and other health information where necessary and lawful.
- Conduct and employment relations information: disciplinary, grievance, capability, attendance and investigation records where applicable.
- IT, communications and security information: use of school systems, devices, email, internet, access-control systems and relevant security logs where applicable.
- Images and recordings: CCTV, photographs, video or audio where the school uses these for stated and lawful purposes.

4. Special category and criminal offence information

Some staff information is more sensitive. This includes health information and information about racial or ethnic origin, trade union membership, religious or philosophical beliefs, biometric information used for identification, sexual orientation and other special category data. Criminal offence information is subject to additional legal requirements.

We only process this information where the law permits it and where an appropriate additional condition or safeguard applies. Depending on the circumstances, this may include employment law and social protection requirements, occupational health, safeguarding or substantial public interest

provisions. We apply additional safeguards to sensitive information and maintain an appropriate policy document where the law requires one.

5. What allows us to use your information?

We do not normally rely on your consent to process staff information where another lawful basis applies. The lawful basis depends on the purpose of the processing. These may include:

Lawful basis	Examples in the employment context
Contract – UK GDPR Article 6(1)(b)	Using information necessary to enter into or perform your employment contract, such as payroll and core employment administration.
Legal obligation – Article 6(1)(c)	Complying with duties imposed by law, such as employment, tax, pension, health and safety, safeguarding or statutory reporting requirements.
Public task – Article 6(1)(e)	Where processing is necessary for functions carried out in the public interest or in the exercise of official authority, where applicable to the school.
Legitimate interests – Article 6(1)(f)	Where appropriate and lawful, for example certain operational, security or administrative purposes, after considering your interests and rights.

Where we process special category data, we also identify an appropriate Article 9 condition and, where required, a condition under Schedule 1 of the Data Protection Act 2018. Where we process criminal offence data, we comply with the additional requirements that apply to that data.

6. When is providing information mandatory?

Some information is required because it is necessary to enter into or administer your employment contract. Other information is required because the school has a legal or statutory duty. If you do not provide information that is necessary for these purposes, we may be unable to employ you, pay you, provide a particular benefit or service, meet a legal requirement, or otherwise administer your employment.

Where we ask for information on a voluntary basis, we will explain this and, where appropriate, the consequences of not providing it.

7. Who may receive your information?

We only share personal information where there is a lawful reason to do so. Depending on the circumstances, recipients may include:

- Cheshire West and Chester Council, including relevant local authority services;
- the Department for Education (DfE) and other government departments or public bodies where required;
- HM Revenue & Customs, pension administrators and other statutory or regulatory bodies;
- payroll, pension, HR, occupational health, training, IT and other service providers acting on our behalf;
- DBS and other organisations involved in statutory or safeguarding checks;

- professional advisers, insurers, auditors and legal advisers where necessary;
- courts, tribunals, law enforcement agencies or other authorities where disclosure is required or permitted by law; and
- other parties where you have asked us to share the information or where another lawful basis permits the disclosure.

We require suppliers that process information on our behalf to provide appropriate security and to process information only in accordance with our instructions and applicable data protection law.

8. Statutory workforce and education returns

The school may be required to provide information about its workforce to the Department for Education and/or the local authority through statutory data collections. This can include individual staff records. The Department for Education continues to operate the school workforce census for schools in England. We do not rely on staff consent where disclosure is required by law.

The Department for Education also publishes its own privacy information explaining how it processes education workforce data. Staff should refer to that notice for processing carried out by the DfE once data has been submitted to it.

9. Monitoring of IT, communications and school facilities

Where lawful and necessary, we may monitor or log use of school IT systems, email, internet access, devices, access-control systems and other facilities. We may do this for purposes such as information security, safeguarding, preventing or detecting misuse or unlawful activity, protecting school systems and property, complying with policies and legal duties, and investigating suspected misconduct.

We will not monitor staff simply 'just in case'. Monitoring must have a defined purpose and be necessary and proportionate. Where monitoring is used, we will provide appropriate information about what is monitored, why and how it is used. CCTV or other physical security systems, where used, are subject to their own signage and privacy information.

10. How do we store and protect your information?

We use appropriate technical and organisational measures to protect staff information against unauthorised access, accidental loss, destruction, alteration or disclosure. Access is limited to people who need the information for their role.

The school's current staff information systems and storage arrangements include, where applicable:

- the school's management information and HR/payroll systems;
- electronic school servers and approved digital storage locations; and
- staff records held securely in accordance with the school's records management arrangements.

Specific systems and suppliers may change over time. Where this happens, the school will assess the data protection and security implications and update its privacy information where necessary.

11. How long do we keep your information?

We keep personal information only for as long as necessary for the purposes for which it is processed, including to meet legal, regulatory, accounting and reporting requirements and to establish, exercise or defend legal claims.

Retention periods vary by record type. The school follows its Records Management Policy and applicable retention schedules. Because different employment, safeguarding, payroll, pension and personnel records have different retention requirements, we do not apply one single retention period to all staff data.

12. International transfers

Personal information will only be transferred outside the UK where this is lawful. If a transfer to a country outside the UK is necessary, we will use an appropriate legal mechanism and safeguards required by UK data protection law, and provide information about the transfer where required.

13. Your information rights

Subject to legal conditions and exemptions, you have rights under UK data protection law. These can include:

- the right to be informed about how your personal information is used;
- the right to access your personal information and receive a copy of it;
- the right to ask us to correct inaccurate or incomplete information;
- the right to ask us to erase personal information in certain circumstances;
- the right to ask us to restrict processing in certain circumstances;
- the right to object to certain processing, including processing based on legitimate interests or carried out for direct marketing;
- the right to data portability in circumstances where that right applies; and
- rights relating to solely automated decision-making, including safeguards where applicable.

These rights are not absolute. For example, the school may need to retain or continue using information because of a legal obligation, safeguarding duty, contractual requirement or legal claim. We will explain where a legal exemption or restriction applies.

14. How to exercise your rights

To make a data protection request, please contact Vicki Charnley, School Business Manager, at admin@parkgate.cheshire.sch.uk. You can also contact the school's DPO using the details in section 2.

You do not normally have to use special wording to make a request. We may need information to confirm your identity and locate the relevant records. We will normally respond within the statutory time limit and will explain if an extension or exemption applies.

15. If you have a concern or complaint

If you are concerned about how the school has collected or used your personal information, please raise your concern with the school in the first instance. You can also contact the school's DPO for independent data protection advice.

You have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection. Further information is available from the ICO website.

Information Commissioner's Office (ICO)
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Website: <https://ico.org.uk/>

16. Key legislation and guidance

This notice is intended to reflect the UK data protection framework applying in the 2026/27 academic year, including the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025, together with relevant education and employment legislation and guidance.