


# Tweedmouth Prior Park First School

# Privacy Notice for Staff

# Date: 20/10/2026

Data Protection Officer: Vicki Evans



## Privacy notice for staff

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Tweedmouth Prior Park First School, Dean Drive, Tweedmouth, Northumberland, TD15 2DB, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Vicki Evans.

# The personal data we hold

We process data relating to those we employ, or otherwise engage at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

Contact details
Date of birth, marital status and gender
Next of kin and emergency contact numbers
Salary, annual leave, pension and benefits information
Bank account details, payroll records, National Insurance number and tax status information
Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter as part of the application process
Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
Performance information
Outcomes of any disciplinary and/or grievance procedures
Absence data
Copy of driving licence
Photographs
Data about your use of school's information and communications system

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This includes information about (where applicable):

Race, ethnicity, religious beliefs, sexual orientation and political opinions
Trade union membership
Health, including any medical conditions and sickness records

# Why we use this data

The purpose of processing this data is to help us run the school, including to:

Enable you to be paid
Facilitate safe recruitment, as part of our safeguarding obligations towards pupils 

Support effective performance management

Inform our recruitment and retention polices
Allow better financial modelling and planning
Enable ethnicity and disability monitoring
Improve the management of workforce data across the sector
Support the work of the School Teachers' Review Body

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

Fulfil a contract we have entered into with you
Comply with a legal obligation
Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

You have given us consent to use it in a certain way

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how consent can be withdrawn if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

## Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our retention schedule.

## Data Sharing



We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it

complies with data protection law) we may share personal information about you with:

Our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and (maintained schools only) information about headteacher performance and staff dismissals
The Department for Education
Your family or representatives
Educators and examining bodies
Our regulator {specify as appropriate e.g. Ofsted, Independent Schools Inspectorate}
Suppliers and service providers - to enable them to provide the service we have contracted them for, such as payroll
Financial organisations
Central and local government
Our auditors
Survey and research organisations
Trade unions and associations
Health authorities
Security organisations
Health and social welfare organisations
Professional advisors and consultants
Police forces, courts, tribunals
Professional bodies
Employment and recruitment agencies

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Your rights

How to access personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

Give you a description of it
Tell you why we are holding and processing it and how long we will keep it for Explain where we got it from, if not from you
Tell you who it has been, or will be, shared with
Let you know whether any automated decision-making is being applied to the data, and any consequences of this
Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to

organisation in certain circumstances. If you would like to make a request please contact our Data Protection Officer

## Your rights regarding your data

Under data protection law individuals have certain rights regarding how their personal data is used and kept save, you have the right to:

Object to the use of your personal data if it would cause, or is causing, damage or distress
Prevent your data being used to send direct marketing
Object to the use of your personal data for decisions being taken by automated means (by a computer or a machine rather than a person)
In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
Claim compensation for damages caused by a breach of the data protection regulations To

exercise any of these rights please contact our data protection officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance.

To make a complaint please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at "https://ico.org.uk/concerns"
Call 0303 123 1113
Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5 AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer.

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