



REPTON

Privacy Notice School Workforce How We Use Your Information

REPTON SCHOOL

Repton School
Repton
Derbyshire
DE65 6FH

REPTON PREP

Milton
Foremark
Repton
DE65 6EJ

Data Controller: Repton School

Data Protection Officer: the organisation has appointed PHP Law to act as Data Protection Officer, info@phplaw.co.uk 0300 303 4360

Introduction

This privacy notice explains how we collect, process, and manage information for the school workforce. That includes employed members of staff, volunteers, including trustees and governors, trainee teachers, apprentices, and work experience/workplace placements.

Categories of data

The school collects and processes a number of data categories which include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data (such as gender, age, ethnic group, religion)
- contract information (such as start dates, hours worked, post, roles, salary information)
- work absence information (such as number of absences and reasons)
- qualifications (where relevant, subject taught)
- medical information
- references

Staff photographs

We use staff photographs for the purpose of identifying key people to our school community. This can include use of a photo on display boards, our website, social media or other promotional activities.

We use and share information to comply with statutory, regulatory, practice and contractual obligations

These obligations may include but are not limited to:

- enabling development of a comprehensive picture of the workforce and how it is deployed
- improving the management of workforce data across the sector
- pay salaries and pension contributions
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- comply with guidance such as 'Working Together' and safeguarding obligations
- facilitating good governance
- internal reviews and quality monitoring
- CPD and staffing issues

If we are required to comply with other legal obligations not listed above, we will share data only when it is lawful to do so.

Lawful basis on which we collect and process this information

We must make sure that information we collect and use about staff is in line with the UK GDPR and Data Protection Act 2018. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collecting and processing information comes from a variety of sources, such as the Article 6 and Article 9 of the UK GDPR, the Safeguarding of Vulnerable Groups Act 2006. We also have obligations to organisations such as HMRC and the Department of Work and Pensions.

Collecting this information

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 data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data for in accordance with our HR and retention policy.

Who we share information with

We may share this information with organisations such as:

- the Department for Education (DfE)
- the Independent Schools Council (ISC)
- safeguarding and protection for children and vulnerable adults

- payroll services
- legal advisers
- insurance providers
- HMRC
- Teacher Pension Scheme and other pension providers
- health professionals

Why we share school workforce information

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

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 the schools Data Protection Lead using the following details dataprotection@repton.org.uk.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

More details about how we use and manage data can be found in the data protection policy and other relevant policies for the school workforce on the website.

Review

The school will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

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Key Staff	Director of IT/Data Protection Lead	
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