Privacy notice for the school workforce

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, The Children First Learning Partnership are the 'data controller' for the purposes of data protection law for The Reginald Mitchell Primary School, Oxhey First School, Knypersley First School, Kingsfield First School, Castlechurch Primary School, Springhead Primary School and Marlfield's Primary School.

Our data protection officer is Hedda Motherwell and she can be contacted on dpo@staffordshire.gov.uk

The personal data we hold

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

- Personal information (such as name, employee or teacher number, national insurance number, contact details, date of birth, bank details)
- Characteristics information (such as gender, age and marital status)
- Contract information (such as start date, hours worked, post, roles, salary, annual leave, pension and benefits information)
- Work absence information (such as number of absences and reasons)
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcome of any disciplinary and/or grievance procedures
- Copy of identification, including photographic
- Photographs
- CCTV Footage
- Data about your use of the 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 policies
- Allow better financial modelling and planning
- Enable equalities 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
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in the processing of the data – for example, where:
- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

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 you go about withdrawing consent 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.

The Children First Learning Partnership (CFLP) may use Artificial Intelligence (AI) in a limited, carefully controlled way to support teaching, learning, administration and staff workload.

AI refers to digital systems that can assist with tasks such as drafting content, summarising information, supporting accessibility or improving efficiency. AI is used only as a support tool and is not a replacement for professional judgement, management oversight or safeguarding responsibilities.

How AI may be used

Approved AI tools may be used by staff to:

- Support lesson planning and resource creation
- Draft or summarise non-confidential documents or templates
- Assist with accessibility, inclusion or differentiation
- Support administrative and operational efficiency

All AI use within the Trust:

- Is formally assessed and approved through the Trust's AI approval process
- Is compliant with safeguarding, cybersecurity and data-protection requirements
- Remains under human supervision at all times

Personal data and AI

The Trust does not permit personal or sensitive workforce data to be entered into generative AI systems.

This includes, but is not limited to:

- Names, contact details, payroll information or identification documents
- Performance management, disciplinary, grievance or safeguarding information
- Health, absence or special category data

AI systems are not used to:

- Make automated decisions about staff
- Carry out performance management, appraisal or disciplinary processes
- Profile, monitor or predict staff behaviour or capability

Where AI functionality exists within approved third-party systems (such as document or productivity software), the Trust ensures that:

- UK GDPR and Data Protection Act 2018 requirements are met
- Data minimisation and security controls are in place
- Suppliers do not use school data to train AI models

Further information about the Trust's approach to safe, ethical and transparent AI use is set out in the Children First Learning Partnership AI Policy.

Collecting this information

While the majority of workforce data is essential for the school's operational use some personal 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 Record Retention Policy.

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 information about performance and staff dismissals

- The Department for Education
- Your family in the case of an emergency
- Our regulator Ofsted
- Suppliers and service providers - to enable them to provide the service we have contracted them for, such as payroll and human resource services
- Central and local government
- Our auditors and accountants.
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

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 another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. 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 machine, rather than by 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
- The school does not use automated decision-making, including through Artificial Intelligence, in relation to staff.

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 that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern 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 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Operations Manager in the first instance or our data protection officer:

- Lucy Siddorn centraloffice@cflptrust.co.uk
- Hedda Motherwell and is contactable via dpo@staffordshire.gov.uk

This notice was last updated in April 2026