

PEWITHALL PRIMARY SCHOOL

PRIVACY NOTICE POLICY

Pupil and Workforce Privacy Notices

Approved by: Governing Body
Policy Owner: Headteacher
Date Approved: Nov 2026
Review Date: Nov 2027
Statutory: Yes

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1. Introduction

At Pewithall Primary School, we are committed to protecting the privacy, security and confidentiality of personal information.

This Privacy Notice explains how the school collects, stores, uses, retains and shares personal information relating to:

- Pupils
- Parents and carers
- Staff
- Governors
- Volunteers
- Contractors
- Agency workers

The school processes personal data in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education legislation
- Safeguarding legislation

- Relevant statutory guidance

Privacy notices help individuals understand what information is collected, why it is collected, how it is used and the rights available to them. Schools are required to make such information readily available and regularly review its content. [gov.uk], [gov.uk]

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2. Data Controller

Pewithall Primary School is the Data Controller for personal information processed by the school.

Address:
Pewithall Primary School
Kenilworth Avenue
Runcorn
Cheshire
WA7 4XQ

Telephone: 01928 576139

Headteacher: Mr David P. Baugh

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3. Data Protection Officer

The school has access to professional Data Protection support and advice.

Requests concerning personal information, Subject Access Requests or data protection matters should be directed through the school office.

SECTION A: PUPIL PRIVACY NOTICE

(Use the full pupil privacy notice previously drafted.)

This section should contain:

1. Categories of pupil information.
2. Why pupil information is collected.
3. Lawful bases for processing.

4. Collection of information.
5. Storage and security arrangements.
6. Retention periods.
7. Information sharing.
8. DfE collections and census returns.
9. Rights of parents and pupils.
10. Subject Access Requests.
11. Data protection complaints.
12. ICO contact information.

Schools must provide accessible information explaining how pupil data is processed and shared. [gov.uk], [jrs.org.uk]

SECTION B: STAFF AND WORKFORCE PRIVACY NOTICE

16. Purpose

This section explains how Pewithall Primary School collects and uses personal information relating to employees, governors, volunteers, agency workers and contractors.

The school recognises the importance of handling workforce information lawfully, fairly and transparently. Workforce privacy notices are recommended by the Department for Education as part of schools' data protection arrangements. [gov.uk], [gov.uk]

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17. Categories of Workforce Information

The school may collect, process and retain:

Personal Information

- Name
- Address
- Telephone numbers
- Email addresses
- Date of birth
- National Insurance number
- Employee identification numbers

Employment Information

- Job title
- Employment history
- Contractual information
- Salary information
- Attendance records
- Leave records

Recruitment Information

- Application forms
- References
- Qualifications
- Professional registrations
- Right-to-work documentation

Safeguarding Information

- Enhanced DBS checks
- Barred list checks
- Prohibition checks
- Section 128 checks where applicable
- Safeguarding training records

Professional Information

- Appraisal records
- Capability records
- Disciplinary records
- Grievance records
- Continuing Professional Development records

Medical Information

- Occupational health records
- Medical information
- Reasonable adjustment records
- Sickness absence information

Financial Information

- Payroll data
- Pension information
- HMRC information
- Bank details

Digital and Security Information

- School email usage
- Network access logs
- Building access records
- CCTV images where applicable
- Device monitoring records
- Filtering and monitoring activity necessary for safeguarding purposes

Schools should provide clear information about the categories of workforce information they process.

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18. Why Workforce Information is Collected

The school uses workforce information to:

- Recruit employees.
- Meet safeguarding obligations.
- Pay staff and administer pensions.
- Manage contracts of employment.
- Support professional development.
- Monitor attendance and wellbeing.
- Meet legal and regulatory requirements.
- Complete statutory returns.
- Maintain site and cyber security.
- Operate school systems safely and effectively.

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19. Lawful Basis for Processing Workforce Information

Workforce information is processed under one or more of the following lawful bases:

Article 6 UK GDPR

- Contract
- Legal Obligation
- Public Task
- Vital Interests
- Consent (where applicable)

Article 9 UK GDPR

Special category information is processed where permitted by law, including employment, safeguarding, health and substantial public interest provisions. Public authorities such as schools generally rely upon public task, legal obligation and contractual necessity when processing workforce information.

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20. Workforce Information Sharing

The school may share workforce information with:

- Department for Education
- Halton Borough Council
- Payroll providers
- Pension administrators
- Occupational health providers
- Human Resources advisers
- Legal advisers
- School improvement partners
- Auditors
- Ofsted
- Disclosure and Barring Service
- Teaching Regulation Agency
- Approved ICT providers

Information is only shared where there is a lawful basis to do so.

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21. Workforce Census Requirements

The school is legally required to submit workforce information to the Department for Education through statutory workforce census collections.

The information is used to support educational policy, funding decisions, workforce planning and national statistics.

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22. Monitoring of School Systems

To meet safeguarding, operational and security obligations, the school may monitor:

- School email systems
- Internet access

- School devices
- Network usage
- Filtering systems
- Monitoring systems
- CCTV systems

The use of monitoring systems is undertaken lawfully, proportionately and transparently. Recent guidance highlights the need for schools to explain filtering and monitoring arrangements clearly within their data protection information.

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23. Sign In Central and Safeguarding Records

The school's Single Central Record is maintained through Sign In Central.

Personal information contained within the Single Central Record is processed for safeguarding, safer recruitment and statutory compliance purposes.

Information held within the system is managed in accordance with UK GDPR, the Data Protection Act 2018 and safeguarding requirements. The Department for Education requires schools to maintain safeguarding records and ensure appropriate protection of personal information.

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24. Retention of Workforce Records

The school retains workforce information in accordance with:

- Statutory requirements
- Employment legislation
- Operational requirements
- Recognised school records management guidance

Records are securely destroyed when retention periods expire.

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25. Workforce Rights

Staff members have the right to:

- Be informed.
- Access their information.
- Request rectification.

- Request restriction where appropriate.
- Object to processing where applicable.
- Complain to the Information Commissioner's Office.

Certain rights may be limited where information is processed under statutory duties.

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26. Data Protection Complaints

Complaints concerning the processing of personal information should be made initially to the Headteacher.

The school will investigate concerns promptly and in accordance with its complaints procedures.

Individuals may also refer unresolved matters to the Information Commissioner's Office (ICO). Recent guidance highlights the importance of maintaining a clear data protection complaints process. [schooldpo.com]

SECTION C: GENERAL DATA PROTECTION INFORMATION

27. Subject Access Requests

Individuals have the right to request access to personal information held by the school.

Requests should be submitted in writing to the Headteacher.

The school will respond within statutory timescales.

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28. Information Commissioner's Office

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk
Telephone: 0303 123 1113

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29. Review of this Policy

This Privacy Notice Policy will be reviewed annually or sooner where legislation, guidance or school practice changes.

Reviewed: April 2026

Minuted & Adopted: 2nd November 2026

Date for review: 2nd November 2027

Signed: Mr N Burgess (Chair of the board of Governors



Signed: Mr D Baugh (Head Teacher)

