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*“Working Together - Aiming High”*

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## **GDPR Privacy Notice for the School Workforce**

### **Why do we Need Your Information?**

Tornedale Infant School holds the legal right to collect and use personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in the UK employment and childcare law, including those in relation to the following:

- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid. If staff members fail to provide their personal data, there may be significant consequences. This could include appropriate disciplinary actions, including verbal and written warnings.

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual Requirements
- Employment Checks, eg, right to work in the UK
- Salary Requirements
- Health and Safety at Work

### **Which Data is Collected?**

The personal data the school will collect from the school workforce includes the following:

- Names
- National Insurance Numbers
- Characteristics, such as ethnic group
- Employment Contracts
- Remuneration Details
- Qualifications
- Absence Information
- Next of Kin and associated contact numbers
- Medical Requirements

The collection of personal information will benefit both the DfE and LA by:

- improving the management of workforce data across the sector;
- enabling the 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.

### **Will your Personal Data be Sought from Third Parties?**

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent.

Staff members' personal data may be obtained and processed from third parties where the law requires the school to do so. The categories of data obtained and processed from third parties includes:

- Local Authority (LA)
- The Department for Education (DfE)

Where data is obtained from third parties, the personal data originates from the following sources:

- School Workforce Census
- Capita SIMS

### **How is Your Information Shared?**

Tornedale Infant School will not share your personal information with any third parties without your consent, unless the law allows us to do so. We are required by law to pass on some personal information to the LA and the DfE. This includes the following:

- Personal Details including payroll
- Staff Attendance
- DBS checks

### **How Long is Your Data Retained For?**

Staff members' personal data is retained in line with Tornedale Infant School's records management procedure.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data and the periods for which your personal data is held for, please refer to Tornedale's Data Protection Policy.

## **What are your rights?**

As the data subject, you have specific rights to the processing of your data. You have a legal right to:

- request access to the personal data that Tortedale Infant School holds;
- request that your personal data is amended;
- request that your personal data is erased; and
- request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how Tortedale Infant School processes their personal data.

## **How Can You Find Out More Information?**

If you would like more information about how we and/or the DfE store and use your personal data, please visit our website [www.tortedaleinfantschool.co.uk](http://www.tortedaleinfantschool.co.uk) to download our GDPR Data Protection Policy or go to:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>