



Amington Heath Primary School

Privacy Notice for Workforce

For Employees, Governors, Volunteers, Students and Contractors

Introduction

The school collects personal information relating to its workforce to manage employment, safeguarding and educational responsibilities.

Information collected

This may include:

- Personal and contact details
- Qualifications
- Employment history
- Payroll information
- Pension information
- Bank details
- Performance management records
- Attendance and absence records
- DBS and safeguarding checks
- Occupational health information

Why we use workforce data

We use workforce information to:

- Recruit and employ staff
- Manage payroll and pensions
- Meet safeguarding requirements
- Support professional development
- Comply with employment legislation

- Fulfil legal reporting requirements

Sharing information

Information may be shared with:

- Local authority payroll providers
- HMRC
- Pension providers
- DBS
- Teaching Regulation Agency
- Department for Education
- Occupational health providers

Retention

Workforce records are retained in accordance with employment legislation and recognised retention schedules.

Individual rights

Staff and other workforce members have rights of access, rectification and restriction in accordance with UK GDPR.

Contact

Questions should be directed to the Headteacher.