



St Peter's
Collegiate Academy

Privacy Notice for the School Workforce

Owner:	Business Manager/Head of ICT & Systems TST
Review by:	Local Governing Body
Last Reviewed and Adopted:	November 2025
Next Review:	September 2026

Numquam Frustra



'Life in all its fullness'

St Peter's Collegiate Academy,
Compton Park, Compton Road West,
Wolverhampton, WV3 9DU
T: 01902 558600
E: info@stpetersacademy.org.uk

This privacy notice explains how information is collected, processed and managed for the school workforce. That includes member of staff, volunteers including trustees and governors, trainee teachers, apprentices and work experience/workplace placements.

The categories of personal information that we collect, process, hold and share include the following:

- Personal information – eg name, employee or teacher number, contact details, next of kin and emergency contact numbers
- Special categories of data including characteristics information eg gender, age, ethnic group, biometric information
- Recruitment/contract information eg copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process, references, bank account details, payroll record, tax status information, work history, job titles, working hours, training records, national insurance number, Salary, annual leave, pension and benefits information
- Qualifications and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence

We may also collect, use, store and share (when appropriate) information about you that is 'Special Category Data'. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of
- Sickness records
- Photographs and CCTV images captured in the Academy
- Trade union membership

In order to process special category data the school will rely on one of the following conditions for processing it such as:

- Explicit consent
- Employment, social security and social protection (if authorised by law)
- Vital interests
- Not-for-profit bodies
- Made public by the data subject
- Legal claims or judicial acts
- Reasons of substantial public interest (with a basis in law)
- Health or social care (with a basis in law)
- Public health (with a basis in law)
- Archiving, research and statistics (with a basis in law)

We may also hold data that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

Why do we collect and use your information?

St Peter's Collegiate Academy holds the legal right to collect and use personal data relating to workforce members. This is collected in order to meet legal requirements and legitimate interests set out in the GDPR and UK Law.

Personal information is collected via Post Holder Application Forms, Data Collection Sheets and Pension Fund Application Forms. We may also receive information from previous employers.

Workforce members' data is essential for the Academy's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

In accordance with the above, the personal data of workforce members is collected and used for the following reasons:

We use the data listed above to:

- Enable you to be paid in accordance with the lawful basis of: employment, social security and social protection
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils in accordance with the lawful basis of: employment, social security and social protection
- Support effective performance management in accordance with the lawful basis of: employment, social security and social protection
- Inform our recruitment and retention policies in accordance with the lawful basis of: employment, social security and social protection
- Allow better financial modelling and planning in accordance with the lawful basis of: vital interests
- Enable equalities monitoring in accordance with the lawful basis of: employment, social security and social protection
- Improve the management of workforce data across the sector in accordance with the lawful basis of: employment, social security and social protection

How do we process your information?

St Peter's Collegiate Academy is the Data Controller of the personal information you provide to us. This means the Academy determines the purposes for which, and the manner in which, any personal data relating to employees is to be processed.

Under the General Data Protection Regulation (GDPR) Articles, we are required to have a legal basis for processing your information and do so under the following bases:

- Your consent.

You have given clear consent for the Academy to process your personal data for a specific purpose. Consent can be removed at any time by contacting the Academy's Data Protection Lead at datacontroller@speters.org.uk

- We have a contractual obligation.

The processing is necessary for a contract we have, or because we are required to take specific steps before entering into a contract.

- We have a legal obligation.

The processing is necessary for us to comply with the law.

- We have a vital interest.

The processing is necessary to protect a person's life and/or wellbeing.

- We need it to perform a public task.

The processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

- We have a legitimate interest.

The processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

How long is your data stored for and how is it disposed of?

Personal data relating to workforce members at St Peter's Collegiate Academy is stored according to statutory requirements and for the set amount of time shown in the academy's Records Management Policy which also details the secure ways data is deleted or destroyed

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. We may keep certain bits of data beyond your employment at our Academy, but this will only be done if this is necessary.

Will my information be shared?

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

We do not engage in the transfer of personal data to jurisdictions outside of the United Kingdom. All data processing activities are conducted strictly within the United Kingdom to ensure compliance with local data protection regulations.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- The DfE on a statutory basis,
- Wolverhampton Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Three Spires Trust
- Government departments or agencies
- Ofsted
- Suppliers and service providers: eg catering, HR, payroll, pensions, occupational health services,
- Financial organisations eg HMRC
- Our auditors
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

Sharing with the LA

We are required to share information about our school workforce with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

The Department for Education

The Department for Education collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our workforce members with the Department for Education for the purpose of those data collections, under section 5 of The Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework, which can be found by following the link below:

<https://www.gov.uk/government/publications/security-policy-framework>

How does the government use your data?

The workforce information that we lawfully share with the DfE through data collections:

- Informs the DfE's policy on pay and the monitoring of the effectiveness and diversity of the school workforce.
- Links to school funding and expenditure.
- Supports longer term research and monitoring of educational policy.

You can find more information about the data collection requirements placed on us by the DfE by following this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of children or the effective deployment of school staff in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information.
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

Pension funds

We share data with the pension funds, (either the Teachers' Pension Scheme, or the LA Pension Fund), to allow accurate records to be kept of your pension entitlement.

This information is necessary to ensure they hold the correct data for the administration of the scheme as outlined in the scheme regulations, which can be found in the Teachers' Pension Scheme Regulations (<https://www.teacherspensions.co.uk/public/legal.aspx>) or in the LGPS Pension Regulations (<https://www.lgpsregs.org/>).

What are your rights?

Workforce members have the following rights in relation to the processing of their personal data. You have the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

Please note: The lawful basis used for processing your information can impact the rights available to you, for example if we have your consent to process your data, you do not have a right to object to that processing, however you do have a right to withdraw the consent at any time. Consent can be withdrawn at any time at any time by contacting the Academy Business Manager.

If you have a concern about the way St Peter's Collegiate Academy and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office. The ICO can be contacted on Tel. No. 0303 123 1113, Monday to Friday 9.00am to 5.00pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (<https://www.speters.org.uk>) to view our GDPR Data Protection Policy.

Contact Us

If you have any questions concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer (DPO) GDPR Sentry Ltd. Their role is to oversee and monitor the Academy's data protection procedures, and to ensure we are compliant with GDPR. The Data Protection Officer can be contacted on info@gdpsentry.com – telephone 0113 804 2035.

When will this Privacy Notice be reviewed?

This Privacy Notice will be reviewed at least annually by the DPO and the Principal. When the Privacy Notice is reviewed and amendments made, workforce members will be notified of the changes.