

## Privacy notice: How we use workforce information

**Date:** reviewed Spring 2026; next review 2028

'Workforce' is defined as all paid staff including those on placements, secondments, and agency staff. It also includes local authority staff engaged and paid by the governors of the school and for unpaid staff / volunteers.

This privacy notice explains how we handle personal information in regards to Sphere Federation workforce. It is designed to be transparent about our data collection practices in line with relevant laws and reflects our commitment to protecting privacy.

The relevant legislation governing data privacy in the UK is:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- The Data (use and Access) Act 2025 (DUUA)

### The categories of information that we process

The categories of information that we process include:

- personal information (such as name, employee or teacher number, National Insurance number, date of birth, address, emergency contacts)
- medical and disability information
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles, and salary information for payroll)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- employment references
- online activity logs and alerts generated by our filtering and monitoring systems (including attempts to access blocked content or searches that trigger safeguarding or security alerts)
- data related to signing and out (using a system by Custr)

This list is not exhaustive; please see our data processing map (Record of Processing Activities - RoPA) for the current list.

### Why we collect and use workforce information

We use workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- to comply with HMRC and employment legislation

### Legal bases for processing

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information include:

- Article 6 (1)(c): processing is necessary for compliance with a legal obligation to which the controller is subject
- Article 6 (1)(e): processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- For special category data, we rely on:
  - Article 9 (2)(a): the data subject has given explicit consent to the processing for specified purposes
  - Article 9 (2)(c): to protect the vital interests of the individual
  - Article 9 (2)(f): in the event of legal claims or judicial acts
  - Article 9 (2)(i): as required for purposes of public health (with a basis in law)

## Collecting workforce information

We collect personal information from individuals directly eg from application forms, starter paperwork, staff contract forms, data collection exercises and consent forms.

Workforce data is essential for the school to function. 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 UK 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 and that you can change your mind at any time.

## Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the data processing map (Record of Processing Activities – RoPA) and the [Information and Records Management \(IRMS\) Toolkit for Schools](#).

## Who we share information about staff with

We routinely share staff information with:

- the local authority (eg payroll)
- Department for Education (DfE)
- HM Revenue and Customs (HMRC)
- HR (Human Resources) provider
- occupational health
- insurance company
- IT support provider
- other third parties in the exercise of official functions such as educational resources

This list is not exhaustive.

## Why we share workforce information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

### Local authority

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

### HM Revenue and Customs (HMRC)

HM Revenue and Customs collect information about employees to maintain tax records and National Insurance (NI) contributions data in accordance with employment law and a number of statutory regulations and instruments (NI, Statutory Sick Pay, Statutory Maternity Pay etc).

For more information: <https://irms.org.uk/general/custom.asp?page=SchoolsToolkit>

### Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. All data is transferred securely and held by the Department for Education under a combination of software and hardware controls which meet the current [government security policy framework](#)

The workforce data that we lawfully share with the Department for Education through data collections:

- informs the Department for Education 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

The Department for Education may share information about school employees 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 Department for Education 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 it and its use. Decisions on whether the Department for Education releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

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

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

Contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Sphere Federation Resources Manager.

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (ie permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office:

<https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## Withdrawal of consent

Where we process your personal data with your consent, you have the right to withdraw that consent. If you are unhappy with our use of your personal data, please contact:

- the Sphere Federation Resources Manager: [srm@spherefederation.org](mailto:srm@spherefederation.org)  
or
- the Data Protection Officer, Richard Lewis-Ogden: [DPO@bywaterkent.co.uk](mailto:DPO@bywaterkent.co.uk)

## Complaints

If you wish to raise a complaint about how the school manages your personal data, please refer to our Data Protection Policy for further information on the complaints process.

## Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer: [DPO@bywaterkent.co.uk](mailto:DPO@bywaterkent.co.uk)