



Birchwood High School

Privacy Notice – Staff

1. Who We Are

Birchwood High School is the **data controller** for the personal data we process about members of staff and individuals engaged to work at the school. This means we decide how and why your personal information is used.

Contact details

Data Protection Officer (DPO): Charles Gilbank

Email: dpo@birchwoodhigh.org.uk

Telephone: 01279 655936

Address: Parsonage Lane, Bishop's Stortford, CM23 5BD

2. What Personal Data We Collect

We process personal data relating to those we employ or otherwise engage to work at the school. This may include:

Personal and Contact Details

- Name, address, email address and telephone number
- Date of birth, gender and marital status
- Next of kin and emergency contact details

Employment and Payroll Information

- Salary, pension, benefits and annual leave records
- Bank account details, National Insurance number, tax and payroll information

Recruitment and Employment Records

- Application forms, CVs, references and right-to-work documentation
- Qualifications, employment history, job titles and working hours
- Training records and professional memberships
- Performance management information
- Outcomes of disciplinary or grievance procedures
- Absence and sickness records

Identification, Systems and Monitoring

- Copies of driving licences where required for the role
- Photographs and staff ID information



- CCTV footage where applicable
- Data relating to use of the school's IT and communications systems

3. Special Category and Criminal Offence Data

We may also process special category and criminal offence data where lawful and necessary, including information about:

- Race or ethnicity, religious or philosophical beliefs, sexual orientation and political opinions
- Trade union membership
- Physical or mental health, medical conditions and occupational health information
- DBS checks and safeguarding information

This data is processed only where:

- It is necessary for employment or social protection law
- It is required for substantial public interest purposes such as safeguarding and equality monitoring
- An Appropriate Policy Document is in place, as required by law

4. Why We Use This Data

We use staff personal data to support the effective operation of the school, including to:

- Pay staff and administer employment benefits
- Carry out safe recruitment and safeguarding duties
- Support performance management and professional development
- Manage absence, conduct and wellbeing
- Comply with employment, education and safeguarding legislation
- Support workforce planning, financial modelling and statutory reporting
- Contribute to sector-wide workforce monitoring and review bodies

5. Lawful Bases for Processing (UK GDPR Article 6)

We process personal data under one or more of the following lawful bases:

- **Contract (Article 6(1)(b))** – where processing is necessary to fulfil an employment or engagement contract
- **Legal obligation (Article 6(1)(c))** – to meet employment, safeguarding, health and safety, and education law requirements



- **Public task (Article 6(1)(e))** – where processing supports the statutory functions of a maintained school
- **Legitimate interests (Article 6(1)(f))** – for routine operational purposes, such as use of school systems and services, where these interests are not overridden by your rights
- **Consent (Article 6(1)(a))** – where required for specific optional processing
- **Vital interests (Article 6(1)(d))** – where necessary to protect life or prevent serious harm

Where consent is relied upon, it may be withdrawn at any time.

6. How We Store and Protect Your Data

We create and maintain a personnel file for each member of staff. Personal data is stored securely and access is restricted to those who need it for legitimate purposes.

We have appropriate technical and organisational measures in place to protect personal data against loss, misuse, unauthorised access or disclosure. These include secure systems, access controls, staff training and safeguarding procedures aligned with statutory guidance.

If we intend to use personal data for a new or additional purpose, we will inform you in advance.

7. Who We Share Your Data With

We do not sell personal data. We may share staff personal data where necessary and lawful with:

- The Local Authority and Department for Education
- Ofsted and other regulators
- Payroll, pension and financial service providers
- IT, HR and occupational health providers
- Auditors, insurers and professional advisers
- Trade unions and professional associations
- Health and social care authorities
- Security organisations and emergency services
- Police, courts and tribunals where legally required
- Approved suppliers and contractors supporting school operations

All third parties are required to keep personal data secure and use it only in accordance with our instructions.



8. International Transfers

We do not routinely transfer staff personal data outside the United Kingdom. Where international transfers are required, we ensure appropriate safeguards are in place in accordance with the Data Protection Act 2018 and UK GDPR.

9. How Long We Keep Your Data

We retain staff personal data only for as long as necessary for the purposes described in this notice and in line with our **Data Retention Policy**.

Personnel records are retained after employment ends in accordance with statutory requirements and guidance.

10. Automated Decision-Making

Birchwood High School does not use automated decision-making, including artificial intelligence, where decisions would have a legal or similarly significant effect on staff.

11. Your Data Protection Rights

Under data protection law, you have the right to:

- Request access to your personal data (subject access request)
- Request correction of inaccurate or incomplete data
- Request erasure or restriction of processing in certain circumstances
- Object to processing, including processing based on legitimate interests
- Request data portability, where applicable
- Object to automated decision-making
- Claim compensation for damage caused by a data protection breach

Subject Access Requests

If you make a subject access request, we will respond without undue delay and within **one month**. Where a request is complex, this period may be extended by up to **two additional months**, and you will be informed if this applies.

Requests may be restricted or refused only where a specific exemption under the Data Protection Act 2018 applies. Where this happens, we will explain the reason and your right to complain.

12. Right to Complain

If you have concerns about how we use your personal data, please raise them with us in the first instance by contacting our Data Protection Officer.



You also have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Website: www.ico.org.uk

Telephone: 0303 123 1113

13. Contact Us

If you have any questions about this privacy notice or wish to exercise your rights, please contact:

Data Protection Officer: Charles Gilbank

Email: dpo@birchwoodhigh.org.uk

Telephone: 01279 655936