

Privacy Notice - How we use Staff Information

Reviewed by: Support Managers' Team

Reviewed: March 2026

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Katharine Lady Berkeley's School is the Data Controller for the use of personal data in this privacy notice.

1.0 Information we collect, process and use

1.1.1 personal information (such as name, employee or teacher number, national insurance number, bank account, address, contact details, date of birth, gender, next of kin and emergency contacts, nationality and entitlement to work in the UK, criminal record check)

1.1.2 special categories of data for equal opportunities monitoring including characteristics information such as ethnic group and disability

1.1.3 contract information (such as the terms and conditions of employment; start dates, hours and days worked, post, tax, roles and salary / remuneration, including entitlement to benefits such as pensions)

1.1.4 work absence information and annual leave (such as number of absences, including sickness absence, special leave and sabbaticals and the reasons for the leave) leave records (including maternity, paternity, adoption parental and shared parental leave)

1.1.5 details of your qualifications (and, where relevant, subjects taught), skills, experience and employment history, including start and end dates, with previous employers

1.1.6 details of any disciplinary or grievance procedures assessments of your performance, including performance improvement plans and related correspondence

1.1.7 information about medical or health conditions, including disability for which the organisation needs to make reasonable adjustments

1.1.8 photographs (for example, ID cards, staff photo for the website and school notice board, recruitment packs etc).

1.2 We collect this information in a variety of ways. For example, data is collected through application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments (for example, team development/appraisals).

1.3 In some cases, we collect personal data about you from third parties. For example, references supplied by former employers and/or information from criminal records checks (known as DBS checks) permitted by law.

2.0 Why we collect and use workforce information

2.1 We use school workforce data to:

- 2.1.1 enable the development of a comprehensive picture of the workforce and how it is deployed;
- 2.1.2 improve the management of workforce data across the education sector;
- 2.1.3 to enable us to meet our contractual and legal obligations, processing of teachers' pension and run recruitment and promotion processes and provide references on request for current and former employees;
- 2.1.4 maintain accurate and up-to-date employment records;
- 2.1.5 facilitate safe recruitment, as part of our safeguarding obligations towards students;
- 2.1.6 support effective performance management in line with the schools' statutory duty;
- 2.1.7 inform our recruitment and retention policies;
- 2.1.8 allow better financial modelling and planning;
- 2.1.9 enable equalities and equal opportunities monitoring;
- 2.1.10 support the work of the School Teachers' Review Body (Regulatory Body).

3.0 The lawful basis on which we process data

3.1 Personal information is collected from you in order to meet and discharge our contractual obligations and statutory duties as your employer. If you fail to provide the personal information requested, amongst other things we may not be able to provide you with employment or a service for which you may be entitled/requested.

3.2 The legal basis for the use of your personal data will be one or more of the following:

- 3.2.1 to satisfy our legal obligations and statutory duties as your employer.
- 3.2.2 to carry out a task in the public interest or in the exercise of official authority
- 3.2.3 in our capacity as a school.
- 3.2.4 to meet our contractual obligations in relation to your statement of employment contract with us.

4.0 Collecting workforce information

- 4.1 Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis.

5.0 Storing workforce information

- 5.1 Data is stored in a range of different places, included in your school personnel file, on the single central record, SIMS, the IT system of the school's HR and payroll provider, and in other IT systems (including the school's email system). The information is kept secure and is only used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain this file and delete information in it in accordance with the School's Records Management and Retention Policy.

6.0 Who we share workforce information with

- 6.1 We do not share information about you without your consent unless the law and our policies allow us to do so. We share your personal information with the following organisations who are also Data Controllers.

6.1.1 Our Local Authority

6.1.2 The Department for Education (DfE)

- 6.2 We may also share your information, with the following:

6.2.1 Police, courts, tribunals

7.0 Requesting access to your personal data

- 7.1 Under data protection legislation, you have the right to request access to information about you that we hold.

- 7.2 To make a request for your personal information, contact Mr R Jackman, Finance Manager at rjackman@klbschool.org.uk.

- 7.3 In some circumstances you may also have the right to ask:

7.3.1 us to restrict the processing of your personal data until any errors are corrected, to object to our processing or transferring of your personal data;

7.3.2 object to processing of personal data that is likely to cause, or is causing, damage or distress;

7.3.3 prevent processing for the purpose of direct marketing;

7.3.4 object to decisions being taken by automated means;

7.3.5 in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations

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

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

8.0 Withdrawal of consent and the right to lodge a complaint

8.1 Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mrs J Green, HR Manager at jgreen@klbschool.org.uk.

9.0 Last updated

9.1 We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

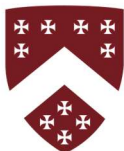
10.0 Contact

10.1 If you would like to discuss anything in this privacy notice, please contact:

10.2 Data Protection Officer, Gloucestershire County Council

10.3 Tel: 01452 583619 or Email: schoolsdpo@gloucestershire.gov.uk

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Katharine Lady Berkeley's School
Wotton-under-Edge, Gloucester, GL12 8LX

Tel: 01453 842227

Mail: info@klbschool.org.uk

www.klbschool.org.uk