



Workforce Privacy Notice

Date: May 2026

Review date: May 2027

Approved by the Advisory Board: May 2026

Linked with other policies:

- Confidentiality Policy
- Safeguarding Incorporating Child Protection Policy
- Data Protection Policy
- Health and Safety Policy

Signed:

A handwritten signature in blue ink, appearing to read "S. D. -".

Registered address: All Saints School (Lessingham) Limited. Company no: 10323174
Rookery Farm, Reynolds Lane, Potter Heigham, Great Yarmouth NR29 5LY

Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
V1	May 2026		New policy

Workforce Privacy Notice – How We Use Workforce Information

This privacy notice explains how All Saints School, Lessingham collects, stores and uses personal data about individuals whom we employ or otherwise engage to work at or for the school, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data Controller

All Saints School, Lessingham is the data controller.
Contact: admin@allsaintslessingham.co.uk

Data Protection Officer

Our Data Protection Officer service is provided by Data Protection Education. The school's DPO Representative is Tracey Buchan.
Contact: admin@allsaintslessingham.co.uk

Personal Data We Process

- Contact details, date of birth, emergency contacts
- Payroll, pension, benefit and tax information
- Recruitment, vetting and employment history
- Qualifications, training, performance and disciplinary records
- Photographs and Interactive media
- Absence, health and special category data where lawful
- IT systems usage and business interest declarations

Why We Use This Data

- Administer pay, pensions and benefits
- Meet safeguarding and legal obligations
- Manage recruitment, performance and workforce planning
- Inform the development of recruitment and retention policies
- Support equalities monitoring and statutory reporting

Lawful Basis

We process personal data under contract, legal obligation and public task. Consent is used only in limited circumstances and may be withdrawn without affecting lawful processing already carried out. For special category data (sensitive personal information) we only collect and use it when we have both a lawful basis as set out above. Workforce data is essential for the school's operational use. Whilst most information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the data protection legislation, we will confirm whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storage and Retention

Data is stored securely and retained in accordance with the school's Records Retention Schedule. Access is restricted to authorised staff.

Data Sharing

We share personal data where legally required or permitted, including with the local authority, Department for Education, Ofsted, payroll and pension providers, and safeguarding bodies.

International Transfers

Where data is transferred outside the UK, appropriate safeguards are used such as adequacy decisions or standard contractual clauses.

Your Rights

- Request access to your personal data
- Request correction or restriction of processing
- Right to be informed
- Object to processing in certain circumstances
- Right to seek compensation for damages caused by a data breach of the Data Protection regulations.
- Lodge a complaint with the Information Commissioner's Office

Filtering and Monitoring

Use of school systems may be subject to proportionate filtering and monitoring in line with Keeping Children Safe in Education.

Concerns or Complaints

Concerns should be raised with the Data Protection Officer in the first instance. Complaints may also be made to the ICO at <https://ico.org.uk/make-a-complaint> or by calling 0303 123 1113.