



Privacy Notice for Staff

Calcot Infants and Junior Schools

1. Document Control

Adopted / Adopted and Adapted / Schools own: **Adopted**

Review period: **Triennial**

Responsible committee: **FHSP**

Statutory: **Yes**

Required on website: **Yes**

Ratified by committee: **July 2026**

Review due: **July 2029**

Chair of Governors' signature: **Mrs Julia Kidd**

2. Change History

Version	Date	Amendment or No Change
1	2026 July	Created
2		
3		
4		

3. Website History

Version	Date on website
1	

1. Introduction

Under UK data protection law, individuals have the right to be informed about how their personal data is collected, used and protected.

This privacy notice explains how Calcot Infants and Junior Schools collects, stores, uses and shares personal information relating to employees, workers, casual staff, agency staff, contractors engaged directly by the school and former employees.

We, Calcot Infants and Junior Schools, Curtis Road, Calcot, Reading RG31 4XG, are the Data Controller for the purposes of UK data protection law.

Successful job applicants should read this notice alongside the Job Applicant Privacy Notice.

This notice also applies to former members of staff where the school continues to process personal information following the end of employment.

2. The Personal Data We Hold

We collect and process personal information including, where appropriate:

- Name, title and contact details
- Date of birth
- National Insurance number
- Employee number
- Photographic identification
- Emergency contact details
- Employment contracts
- Amendments to contracts and contractual correspondence
- Job title and employment history
- Qualifications and professional registrations
- References
- Recruitment documentation
- Right to work documentation
- DBS status and safeguarding information
- Payroll information
- Expenses, allowances and reimbursement records
- Bank details
- Pension information
- Benefit and salary sacrifice information where applicable
- Tax information
- Salary and benefits
- Working hours
- Attendance records
- Annual leave
- Sickness absence

- Family leave
- Flexible working records
- Performance management records
- Appraisals
- Capability records
- Training records
- Mandatory safeguarding and statutory training records
- Professional development
- Professional standards and competency records where applicable
- Disciplinary records
- Grievance records
- Complaints involving staff
- Occupational Health reports
- Reasonable adjustment records
- Equality monitoring information
- Medical information relevant to employment
- Photographs
- CCTV images
- Building access records and visitor management records where relevant
- Information relating to your use of school information and communication systems, including internet activity, application usage, device activity and security monitoring
- Records of communications with the school
- Information relating to the allocation and use of school equipment including laptops, tablets, mobile devices, keys and access cards.

We also process special category data where necessary including:

- Health information, sickness records, occupational health assessments and medical reports
- Disability information and reasonable adjustment records
- Equality monitoring information
- Trade union membership information where required
- Criminal conviction information where legally permitted
- DBS information.

3. Why We Use This Data

We use staff information to:

- administer employment contracts
- pay salaries and pensions
- manage payroll and taxation
- maintain personnel records
- comply with safeguarding legislation
- comply with Keeping Children Safe in Education
- support safer recruitment

- verify identity and right to work
- manage attendance and leave
- manage performance and appraisal
- provide training and professional development
- support health, safety and wellbeing
- make reasonable adjustments
- administer Occupational Health referrals
- investigate complaints or disciplinary matters
- protect pupils and staff
- maintain school security
- manage ICT systems
- administer pension schemes
- safeguard school information
- allocate and manage school equipment and access permission
- comply with legal obligations
- comply with statutory returns
- fulfil duties as an employer under employment, education and safeguarding legislation
- defend legal claims where necessary.

3.1 Automated Decision Making

The school does not currently use automated decision-making or profiling in relation to staff personal data.

If this changes, we will update this privacy notice and inform affected staff where required by law.

3.2 Filtering and Monitoring

Where staff use school devices, accounts, systems or networks, the school may monitor internet activity, application usage, email activity and metadata, security alerts, device activity and access logs where necessary to:

- safeguard children
- comply with legal obligations
- comply with school policies
- maintain cyber security
- protect school systems
- prevent unauthorised access
- investigate safeguarding, security or disciplinary incidents, where appropriate.

Monitoring is proportionate, risk-based and carried out only where necessary in accordance with UK GDPR, the Data Protection Act 2018, the Investigatory Powers Act 2016 where applicable, and the school's ICT Acceptable Use and Monitoring policies.

3.3 Employment Records

Employment records are maintained throughout employment and, where necessary, after employment has ended. These records are used to administer employment, fulfil legal obligations, manage professional development, support safeguarding, administer pensions and

payroll, investigate complaints or employment matters, and defend legal claims where necessary.

4. Our Lawful Basis for Using This Data

We process staff information under one or more of the lawful bases contained within Article 6 UK GDPR. Depending on the purpose for which information is processed, more than one lawful basis may apply.

Article 6(1)(b) Contract

Processing is necessary to fulfil the employment contract between the school and the employee.

Article 6(1)(c) Legal Obligation

Processing is necessary to comply with legal obligations including employment law, safeguarding, taxation, pensions, health and safety and education legislation.

Article 6(1)(e) Public Task

Processing is necessary for the performance of tasks carried out in the public interest as a maintained school.

Article 6(1)(f) Legitimate Interests

In limited circumstances the school processes personal data where this is necessary for legitimate interests, provided those interests do not override employees' rights and freedoms. Examples include maintaining the security of school premises and systems, preventing fraud, obtaining legal advice, defending legal claims, maintaining business continuity and ensuring effective administration of the school.

Article 6(1)(a) Consent

Consent is relied upon only where appropriate, for example publication of photographs or participation in optional promotional activities.

Consent may be withdrawn at any time.

Special Category Data

Where special category personal data is processed, the school identifies both an Article 6 lawful basis and an Article 9 condition together with any applicable Schedule 1 condition under the Data Protection Act 2018.

Criminal Conviction Data

Where criminal offence information is processed, including DBS information, this is undertaken in accordance with safeguarding legislation, Keeping Children Safe in Education, safer recruitment requirements, the Police Act 1997, where applicable, and the Data Protection Act 2018.

5. Collecting This Data

Most information is collected directly from staff.

The school may also obtain information from:

- previous employers
- referees
- recruitment agencies
- Disclosure and Barring Service
- Teaching Regulation Agency
- Local Authority
- Department for Education
- HM Revenue & Customs
- Teachers' Pension Scheme
- Local Government Pension Scheme
- Occupational Health providers
- Medical practitioners where relevant and authorised
- professional bodies
- qualification awarding organisations.

6. How We Store This Data

Staff information is stored securely in electronic and paper-based systems.

Appropriate technical and organisational measures are implemented to protect personal information against accidental loss, unauthorised access, disclosure or destruction.

Different categories of records are retained for different periods in accordance with the school's Records Retention and Secure Disposal Schedule and the Information and Records Management Society (IRMS) Toolkit for Schools.

Further information regarding retention periods is available on request.

When no longer required, information will be securely destroyed.

Records selected for permanent preservation will be archived securely where appropriate.

7. Who We Share Data With

Where necessary and lawful we may share information with:

- West Berkshire Council
- Department for Education
- HM Revenue & Customs
- Teachers' Pension Scheme
- Local Government Pension Scheme
- Payroll providers
- Occupational Health providers

- Disclosure and Barring Service
- Teaching Regulation Agency
- professional regulators
- legal advisers
- insurers
- auditors
- police and law enforcement agencies
- safeguarding agencies
- IT service providers
- filtering and monitoring providers
- software providers supporting school operations.

We only share personal information where it is lawful, necessary and proportionate and only with organisations that have a legitimate need to receive the information.

7.1 International Transfers

Some cloud-based systems used by the school may process personal information outside the United Kingdom.

Where this occurs, appropriate safeguards are implemented in accordance with UK GDPR including UK adequacy regulations, the UK International Data Transfer Agreement or other approved transfer mechanisms.

8. Your Rights

Under UK GDPR you have the right to:

- be informed
- access your personal data
- request a copy of your personal information
- request correction
- request deletion in certain circumstances
- restrict processing
- object where appropriate
- withdraw consent where consent is relied upon
- lodge a complaint with the Information Commissioner's Office.

Some rights are not absolute and may be limited where exemptions under UK GDPR or the Data Protection Act 2018 apply.

Requests may be subject to exemptions under UK data protection legislation where applicable.

9. Complaints

If you have concerns about how your personal information is used, please contact the school by contacting the Data Protection Lead in the first instance.

You also have the right to complain to the Information Commissioner's Office.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113
<https://ico.org.uk>

10. Contact Us

Our Data Protection Officer is:
Gerard Strong
Email: gerard@schooldpo.com

Our Data Protection Lead is:

Emma Kirkby
Calcot Infants and Junior Schools
Curtis Road
Calcot
Reading
RG31 4XG
Telephone: 0118 942 8727

Further information about how the school protects personal information can be found in the school's Data Protection Policy and Records Retention and Secure Disposal Schedule.

This privacy notice will be reviewed periodically to ensure it remains accurate and reflects changes in legislation, statutory guidance and school practice.