



Privacy Notice (GDPR) – Staff

Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on **20 August 2026**.

This privacy notice has been written to inform prospective, current, and former employees of Ermysted's Grammar School about how and why we process their personal data. This Notice may be subject to change.

Who are we?

Ermysted's Grammar School is a **Data Controller** as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The **Data Protection Officer (DPO)** is **Veritau**. The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. The DPO's contact details are: 01904 554025 and schoolsdpo@veritau.co.uk

What information do we collect?

The personal data we collect about you includes:

- personal information (such as name, address, employee or teacher number, national insurance number)
- characteristics information (such as, sex, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- previous job experience and qualifications (including copies of certificates and employment references)
- information about your work absence (including reasons) and performance (including disciplinary information)
- information about your right to work
- relevant medical information
- emergency contact information of those individuals you identify
- payroll information, including bank account information, tax, national insurance and pension contributions to facilitate salary payments

Methods of collecting this information about you:

- documents supplied by you in the course of your job application
- checks carried out with professional bodies
- information provided by previous employers

We may also collect personal information in the form of audio recordings and images. Telephone calls to and from the school are recorded for training and monitoring purposes. Images are collected via the Visitor Management system and are also recorded by the school's CCTV system. The use of CCTV footage is covered by a separate **CCTV Policy**.

Why do we collect your personal data?

We process your information for the reasons outlined below. This is in order to fulfil our obligations associated with your employment in line with Article 6(1)(b) (contractual obligation), Article 6 (1)(c) (legal obligation) and Article 9 (2)(b) (employment and social security and social protection law) of GDPR:

- Contractual requirements
- Employment checks (e.g. right to work in the UK)
- Salary requirements
- Monitor activity on the School site

- Inform the development of recruitment and retention policies, and to allow us to monitor whether these policies are effective in promoting diversity in the workforce (if applicable)
- We also may retain some information for historical and archiving purposes in the public interest

Collecting workforce information

We collect personal information via staff contracts and data collection forms. Workforce data is essential for the school's operational use. 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.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule.

Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- HM Revenue & Customs
- Department of Work and Pension, if applicable
- Pension Fund/Teachers' Pensions fund
- any salary sacrifice arrangement you sign up to (e.g. a charity, Everybody Benefits)
- your trade union, if applicable
- Examining bodies, if applicable
- Payroll administrator (NYCC)
- Disclosure and barring service to conduct criminal record checks, if applicable
- prospective future employers, landlords, letting agents, or mortgage brokers where you have asked them to contact us to seek a reference

Why we share school 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.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections, under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Who has access to your personal data?

Your information will only be made available to those who need it to do their job in relation to your employment. This includes the Headteacher, your line manager(s), the School Business Leader and relevant administrative staff.

Your name, job title, internal telephone number (if applicable) will be accessible to staff through the directory in the Staff Handbook and your work email address will be available to staff via our IT network.

We have duties under the Freedom of Information Act 2000 to disclose information we hold unless there is a very good reason to withhold it. Therefore, we may disclose your name and work email address publicly in response to a request if we are required to do so.

The school also has a specific duty (section 537A of the Education Act 1996) to share your information with the Department of Education for the purpose of the annual school census.

How long do we keep your personal data for?

Ermysted's Grammar School will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Do you transfer my data outside of the UK?

Generally, the information that the school holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

Requesting access to your personal data

The UK GDPR gives individuals certain rights about how their information is collected and used.

You have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'. This notice fulfils this obligation.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the [Information Commissioner](https://www.gov.uk/government/publications/requesting-your-personal-information-from-dfe#your-rights)¹ if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

To make a request for your personal information, please contact the School Office on (01756) 792186 or dpo@ermysteds.uk.

¹ <https://www.gov.uk/government/publications/requesting-your-personal-information-from-dfe#your-rights>

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, via the School Office or our DPO, or directly to the Information Commissioner's Office at [raise a concern with ICO](#)².

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.

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

Contact

If you would like to discuss anything in this privacy notice, please contact the School Office on (01756) 792186 and dpo@ermysteds.uk or Veritau (the School's DPO) on 01904 554025 and schoolsdpo@veritau.co.uk.

² <https://ico.org.uk/make-a-complaint/>

How Government uses your data

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

- informs the Department for Education (DfE) 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

Data collection requirements

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

Sharing by the Department for Education (DfE)

The Department for Education (DfE) may share information about school employees with third parties who promote the education or well-being 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 (DfE) will only share your personal data where it is lawful, secure and ethical to do so and 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 (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education's (DfE) data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of UK GDPR, 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

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. See the guide for details:

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

Further information on what personal information the Department for Education (DfE) holds about you is published in the privacy notice for education providers' workforce, including teachers. This is available below:

<https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>

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