Lambeth Nursery Schools' Federation
Holmewood, Maytree, Triangle, Effra and Ethelred Nursery Schools
with Maytree, Tree House, Clapham Manor, Effra and Ethelred Children's Centres
Issued: Sept 2026

Staff Privacy Notice and General Data Protection Regulation

This explains how we use personal information of the school workforce: those employed to teach /work at our schools.

The categories of information we collect process, hold and share.
We process personal data relating to those we employ to work at, or otherwise engage to work at, our schools. This is for employment purposes to assist in the running of the school /or to enable individuals to be paid.

This personal data includes:

- identifiers such as names, address, date of birth and National Insurance numbers
- characteristics such as ethnicity, ,religion, language, nationality, country of birth)
- employment contracts and remuneration details
- information about marital status, next of kin, dependants, emergency contact
- qualifications, skills and experiences
- details of periods of leave taken by you, including holiday, sickness absence, family and compassionate leave, sabbaticals etc
- relevant medical information
- information held on the Single Central Record
- photographs (for internal safeguarding and security purposes, school newsletter, media and promotional purposes
- CCTV

The collection of this information will benefit both the Federation of schools and staff by:

- improving the management of workforce data across the Federation of schools
- enabling development of a comprehensive picture of the workforce and how it is deployed
- enable staff to be paid and other benefits to be provided
- inform the development of recruitment and retention policies
- support the health, safety and welfare of staff in the workplace
- meet statutory requirements for the recruitment and vetting of staff and volunteers
- manage, organise and deliver the curriculum in each school within the Federation
- manage the performance of staff
- identify employees to the appropriate statutory agencies (e.g HMRC, DfE, Teachers Pension, local government pension scheme, Teaching Regulations Agency, Disclosure and Barring Service)

The lawful basis on which we use this information

Our lawful basis for collecting and processing staff information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- (a) Data subject gives consent for one or more specific purposes.
- (c) Processing is necessary to comply with the legal obligations of the controller.
- (d) Processing is necessary to protect the vital interests of the data subject.
- (e) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

Our lawful basis for collecting and processing your information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

- (a) The data subject has given explicit consent.
- (b) It is necessary to fulfil the obligations of the controller or the data subject.
- (c) It is necessary to protect the vital interests of the data subject.

- (d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions).
- (h) Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment.
- (i) It is in the public interest.

Article 9 (2) (b) processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by domestic law or a collective agreement pursuant to domestic law providing for appropriate safeguards for the fundamental rights and interests of the data subject.

When we have obtained consent to use staff members personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

Further information regarding data collection can be found in the Education Act 1996 within guide documents on the following website:
https://www.gov.uk/education/data-collection-and-censuses-for-schools

Collecting this information

We collect staff personal information via

- Recruitment agencies
- application forms
- appointment forms
- pensions forms
- occupational health questionnaire
- DBS applications
- Annual data checking forms

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information
We create and maintain an employee file for each staff member. We hold data securely for the set amount of time shown in our data retention schedule. The retention period for school workforce data is termination date plus 6 years.

Who we share this information with
We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- relevant staff across the federation
- HM revenue and customs
- financial organisations such as Pensions scheme
- department for works and pensions
- childcare voucher scheme providers
- your family and representatives- such as in event of an emergency
- recognized Trade Unions and professional associations
- UKCRBs (for DBS applications)
- our external and internal auditors, to ensure compliance with our legal obligations
- external health and safety consultants
- health authorities and Occupational health and employee support schemes
- professional advisers and consultants- for us to develop our service to best provide our public task
- charities and voluntary organisations

- police forces, courts and tribunals
- teacher training providers
- Ofsted- such as during a school inspection
- UK Visas and immigration
- employment and recruitment agencies
- future employers

Why we share school workforce information
We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Where information is shared, the Federation will have full regard to data protection regulations and our policies and procedures to ensure that personal data is processed in a secure manner, retained only for the purposes intended and for the required period of time

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)
We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

We are required to share information about our school employees with our LA and the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Relevant staff across the federation
Staff who are responsible for Human Resources, Finance and the Single Central Record will have access to specific information in order to fulfil their duties.

Data collection requirements
The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and LAs that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

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

The 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 DfE 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 DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data.

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

To contact the department: https://www.gov.uk/contact-dfe

Requesting access to your personal data
Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information please contact: Hilda McNamara, Federation Business Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO or through the courts

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/

Further information
If you would like to discuss anything in this privacy notice, please contact: Hilda McNamara, Federation Business Manager - hmcnamara@maytree-school.org.uk.