

TGGs Privacy Notice

(How we use workforce information)

The categories of school information that we process include:

- personal information (such as name, employee or teacher number, national insurance number, next of kin, NI, Bank information)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- DBS checks and sanctions/prohibitions
- appraisals, performance management, disciplinarys
- car information
- relevant medical information
- data collected automatically relating to internet and Wi-Fi use

Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce, how it is deployed and its effectiveness
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) ensure the safety of our students

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Data we collect/process	Lawful reason
<ul style="list-style-type: none">• Personal information• Qualifications• Contract information• Car information (to ensure that we know the cars that are on our premises belong to staff)• Internet information to ensure the safety of all	6(1)(b) – Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
<ul style="list-style-type: none">• work absence information	6(1)(b) – Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
<ul style="list-style-type: none">• appraisals/performance management• disciplinarys	6(1)(b) – Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
<ul style="list-style-type: none">• DBS checks and sanctions/prohibitions	6(1)(c) – Processing is necessary for compliance with a legal obligation

<ul style="list-style-type: none"> Relevant medical information 	6(1)(d) – Processing is necessary to protect the vital interests of a data subject or another person
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In addition, concerning any special category data:

<ul style="list-style-type: none"> Ethnic origins 	9 (2) (d) ...in the course of our legitimate activities.
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Collecting workforce information

We collect personal information via staff contract forms and occasional email requests

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. In order to comply with 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. For more information on our data retention schedule and how we keep your data safe, please see our data protection policy.

Who we share workforce information with

We routinely share this information with:

- Browne Jacobson for HR
- Our Local Authority for Payroll departments.
- the Department for Education (DfE)
- Teachers' Pensions
- Local Government Pension scheme
- Griffin Chartered Accountants
- HMRC – Tax purposes
- Heales occupational health (if needed)

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. Please see relevant policies on our website.

Information shared	Shared via:
Local authority – to set up payroll	Secured websites
Local authority to check the Children's Barred List	
HMRC – to award tax codes	
Pension schemes	
Heales – if occupational health needed	
Local authority – health and safety	
Workforce Census – required by the DfE/Gov	

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

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:

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

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

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, contact:

R. Baker – dataoffice@tggsacademy.org

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/>

Contact

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

Data Protection Officer

dataoffice@tggsacademy.org

Autumn 2025

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental 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 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

The Department 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 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.

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