LEVENS CE SCHOOL

Workforce Privacy Notice

This privacy notice has been written to inform prospective, current, and former employees, including supply and agency staff, of Levens CE School about how and why we process your personal data, including during the recruitment process.

Where employees are employed by the Local Authority, both the school and Westmorland and Furness Council are considered to be joint data controllers in relation to employee data. This privacy notice should be read in conjunction with the relevant privacy notices produced by the Local Authority.

Who are we?

Levens CE School is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and how it is processed. We will only collect and use your personal data in ways that are compliant with data protection legislation.

We have appointed Veritau Ltd as our Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or Miss Sian Finlay, School Business Manager, office@levens.cumbria.sch.uk or 015395 60694.

Veritau's contact details are:

Schools DPO Service
Veritau
West Offices
Station Rise
York
North Yorkshire
YO1 6GA
schoolsdpo@veritau.co.uk // 01904 554025

What personal information do we collect?

The personal data we collect about you during the course of your employment includes:

- Personal identifiers, including your name, contact details, date of birth, employee or teacher number, and national insurance number.
- Professional memberships and your qualified teacher status, where relevant.
- Information about your workplace attendance and reasons for any absences.
- Information about professional development and performance, including reviews and any disciplinary information.
- Any updates to records of your criminal history, including your DBS check.
- Emergency contact information.
- Financial and payroll data, including bank account information, tax, national insurance and pension contributions.
- Information contained in your contract, including your job role and responsibilities, start date, employment location, and contracted hours, etc.
- Medical information relevant to your employment, including any disability you disclose.
- Healthcare and medical information such as doctor details, allergies, medication and dietary requirements, vaccination details, etc.
- Photographs and/or video images of you, including CCTV footage.
- Records of communications and interactions we have with you.
- Equality monitoring information, such as your ethnicity, religious beliefs and gender.
- E-monitoring and filtering information about your use of the school's network and IT systems.

During a recruitment exercise, we will collect the following:

- Information about your right to work in the UK, including ID documents.
- Education and qualifications, including copies of certificates.
- Your employment history, including employment references.
- Initial records of relevant criminal history data, including your DBS check.
- Information publicly available through online searches on shortlisted job candidates to identify any incidents or issues related to suitability to work with children that may need to be raised or clarified at the interview.

Please note that only limited details are held by the school regarding supply and agency staff. In this case, the agency or similar company will be the data controller for the majority of your personal data. We therefore recommend reviewing their privacy information in addition to ours.

Why do we collect your personal information?

We process your information for the purposes outlined below:

- To ensure your right to work and assess your suitability for the role.
- To meet our safeguarding and health and safety obligations.
- To pay your salary and conduct related payroll functions.
- To monitor and manage staff absence.
- To monitor and manage professional development, training and performance.

- To make any reasonable adjustments you may need in relation to a health condition or disability.
- To promote the school, including in newsletters, on the school website, and social media platforms.
- To meet the statutory duties placed upon us regarding DfE data collections.
- To monitor and inform our policies on equality and diversity.

What is our lawful basis for processing your information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. For workforce data processing, we normally rely on the following lawful bases:

- Article 6(1)(b) - contractual obligation
- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

If we share your information in a health emergency, we may rely on the lawful basis of Article 6(1)(d) – vital interests.

For the processing of personal data relating to criminal convictions and offences, processing meets Schedule 1, Part 2 of the Data Protection Act 2018 as below:

- Condition 10 -preventing or detecting unlawful acts
- Condition 18 - safeguarding of children and individuals at risk

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(b) - employment and social security, and social protection law
- Article 9(2)(g) - reasons of substantial public interest

The applicable condition in Schedule 1 of the Data Protection Act 2018 for Article 9(2)(b) is:

- Condition 1 - Employment, social security and social protection

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

- Condition 6 - statutory and government purposes
- Condition 8 – equality of opportunity or treatment

- Condition 10 - preventing or detecting unlawful acts
- Condition 16 - support for individuals with a particular disability or medical condition
- Condition 18 - safeguarding of children and individuals at risk

If we share your information in a health emergency, we may rely on the additional condition of Article 9(2)(c) – vital interests.

Who do we obtain your information from?

We usually receive this information directly from you, for example, via documents and other records and information supplied by you in the course of your job application or employment period. However, we may also receive some information from the following third parties:

- Official bodies, such as the Teaching Regulation Agency and Disclosure and Barring Service.
- Your previous employers.
- Your nominated referees.
- Relevant recruitment or supply agencies.
- Local Authority.

Who do we share your personal data with?

We may share your information with the following organisations**:**

- Department for Education (DfE).
- Disclosure and Barring Service (DBS).
- HM Revenue and Customs (HMRC).
- Department for Work and Pensions (DWP), if applicable.
- Your pension provider.
- Staff benefits provider, in relation to any salary sacrifice agreements.
- Your Trade Union, if applicable.
- Our suppliers and advisors, including insurers, lawyers, consultants, and an accountant or payroll provider.
- Our IT application providers.
- Prospective future employers, landlords, letting agents, or mortgage brokers, where you have asked them to contact us for a reference.
- Emergency services, where required in a health emergency, including a mental health emergency.
- Local Authority.
- Relevant recruitment or supply agencies.

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for crime detection or prevention.

How long do we keep your personal data?

We will retain your information in accordance with our Records Management Policy and Retention Schedule. Statutory obligations determine the retention period for most of the information we process about you. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

We may also retain some information for historical and archiving purposes, where it is in the public interest.

Artificial intelligence (AI)

We may use some systems and platforms that incorporate an AI function. Where we do this, we ensure that the data is held securely and is not used for training the AI model. AI does not make any automated decisions about individuals, and outputs are always subject to human oversight.

International transfers of data

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Usually, your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. If your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

What rights do you have over your data?

Under the UK GDPR, you have the following rights concerning the processing of your data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data be amended if it is inaccurate or incomplete.
- to request that your personal data be erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data be restricted.
- to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data, you can submit a data protection complaint to us. Please contact us on the details above outlining your concerns.

If we cannot resolve your concerns, then you may also complain to the Information Commission, which is the UK's data protection regulator. Its contact details are below:

The telephone helpline (0303 123 1113) is open Monday to Friday between 9 a.m. and 5 p.m. (excluding bank holidays). Alternative methods to report, enquire, register, and raise complaints are available on the ICO's website here.

Changes to this notice

We reserve the right to change this privacy notice at any time. We will typically notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed September 2026.