



The Federation of the Church Schools of
Shalfleet and Freshwater & Yarmouth

Together for a Brighter Future

STAFF PRIVACY NOTICE (2026 Edition)

How we use workforce information

1. Who we are

The Federation of the Church Schools of Shalfleet and Freshwater & Yarmouth is the **Data Controller** for the personal information we hold about staff.

Data Protection Officer (DPO):

Email: DPO@iow.gov.uk Phone: 01983 821000

2. The personal data we collect

Personal data is held by the school about those employed or otherwise engaged to work at the school. This is to assist in the smooth running of the school and/or enable individuals to be paid.

We collect and process:

- Personal identifiers (name, address, contact details, NI number)
- Employment history and qualifications
- Contract information (role, hours, pay, start/end dates)
- Payroll, pensions and HMRC information
- Absence and attendance records
- Appraisal and performance data
- Training records
- Disciplinary and grievance information
- Safeguarding and vetting checks (DBS, barred list, references)
- Medical and occupational health information
- Next-of-kin and emergency contacts
- CCTV images (where applicable held on a 30 day rollover)
- IT system usage logs

We will not give information about you to anyone outside the school or Local Authority without your consent unless the law and our rules allow us to.

We are required by law to pass on some of this data to:

- The LA
- The Department for Education



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3. Why we collect and use staff information

We use staff data to:

- Manage recruitment and employment
- Pay salaries and administer pensions
- Meet safeguarding and safer recruitment duties
- Support professional development
- Monitor performance and conduct
- Manage absences and wellbeing
- Comply with employment law
- Provide IT access and maintain security
- Produce statutory workforce returns

4. Our lawful bases

Under UK GDPR, we rely on:

- **Contract (Article 6(1)(b))** – employment contract
- **Legal Obligation (Article 6(1)(c))** – employment, tax and safeguarding law
- **Public Task (Article 6(1)(e))** – running a maintained school
- **Consent (Article 6(1)(a))** – only for optional activities

For special category data:

- **Employment and social protection law (Article 9(2)(b))**
- **Substantial public interest (Article 9(2)(g))**
- **Occupational health (Article 9(2)(h))**

5. Who we share staff information with

We may share information with:

- Isle of Wight Council
- Department for Education (DfE)
- HMRC
- Teachers' Pension Scheme / Local Government Pension Scheme
- Payroll providers
- Occupational health services
- DBS and safeguarding authorities
- IT service providers
- Training and CPD providers

We only share information when necessary and lawful.



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6. How we store and protect staff data

Staff information is stored securely in:

- HR files (locked storage)
- Payroll and HR systems
- Secure cloud platforms
- Encrypted digital files
- MIS/Arbor/CPOMS

Access is restricted to authorised staff only.

7. How long we keep staff data

We follow the **IRMS Toolkit for Schools (2024)** retention schedule. Examples:

- Personnel file: termination + 6 years
- Payroll records: current year + 6 years
- DBS evidence: maximum 6 months
- Disciplinary records: as per sanction period
- Safeguarding allegations: until retirement age or 10 years (whichever is longer)

8. Your rights

Staff have the right to:

- Access their data
- Request correction
- Request deletion (where legally possible)
- Request restriction
- Object to processing
- Withdraw consent (where consent applies)

Contact the DPO to exercise these rights.

9. Complaints

If you have concerns about how your data is used:

1. Contact the school DPO
2. If unresolved, contact the ICO: www.ico.org.uk