



Bristol Drive

Lincoln

LN6 7UE

Privacy Notice School Staff

November 2025

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About us

Sir Francis Hill Primary School (the school) is the "Controller" of the personal data provided to it. This means the school is responsible for deciding what data it holds and how it is used.

This notice will explain more about how the school processes your personal data.

Why do we collect your personal data?

We collect and use information about you to facilitate your working relationship with us. This includes but is not limited to:

- Making a decision about your recruitment and employment
- Determining the terms on which you work for us
- Checking you are legally entitled to work in the UK
- Paying you and, where applicable, deducting tax and national insurance contributions
- Liaising with your pension provider
- Administering the contract we have entered into with you
- Business management and planning, including accounting and auditing
- Conducting performance reviews, managing performance and determining performance requirements
- Gathering evidence for possible, grievance or disciplinary hearings
- Making decisions about your continued employment or engagement
- Making arrangements for termination of our working relationship
- Education, training and personal development requirements
- Dealing with legal disputes involving you, or other employees, including accidents at work
- Ascertaining your fitness to work
- Managing sickness absence
- Complying with health and safety obligations
- To prevent fraud
- Equal opportunities monitoring
- To monitor your use of our information and communications systems in line with the ICT Acceptable Use Policy.

We will only collect information that we need to manage our working relationship. As far as is reasonable and practicable, will ensure your information is accurate and kept up to date.

What personal data do we collect?

The information we collect about you is split into two categories that are determined by the definitions set out in law.

Personal data is information that identifies and relates to you, this may include:

- Personal contact details, such as name, address, telephone number and email address
- Date of birth
- Next of kin and emergency contact information
- National Insurance Number
- Teacher number
- Bank account details, payroll records and tax status information
- Salary, annual leave, pension and benefits information
- Location of employment or workplace
- Recruitment information (including copies of right to work documentation, references and any other information supplied by you as part of the application process)
- Employment records (including job titles, work history, working hours, training records and professional memberships)
- Performance information
- Disciplinary and grievance information

- CCTV Footage
- Information about your use of our information and communication systems
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service
- Photographs.

Special category data is personal data which is considered more sensitive and private in nature. This is information about your:

- Race or ethnic origin
- Physical or mental health
- Biometric data (such as a fingerprint)
- Religious or other beliefs
- Political opinions or affiliations
- Sex life or sexual orientation
- Trade union membership

Lawful bases for processing

We must ensure that we have a lawful basis to collect and use your information.

Most commonly we process personal data where:

- It is necessary for the performance of a contract
- We need to comply with a legal obligation
- We need to perform an official task in the public interest

And less commonly where:

- We have obtained consent
- We are processing based on our legitimate interests
- We need to protect an individual's vital interests

If the information you provide includes special category data, this requires a further lawful basis, the school relies on:

- Rights and obligations in relation to employment and social protection
- Substantial public interest

Who do we get your personal data from?

We typically collect personal data in the following ways:

- Provided directly by you
- Provided by an employment agency
- Provided by other third parties via references
- Provided by a background check provider
- During job-related activities throughout the period of your employment. Dependent on the circumstances, this may come from you, from managers and colleagues, from pupils and/or parents (sometimes anonymously) or from other professional organisations.
- Provided by another professional organisation involved in the provision of services
- Provided to us by members of the public, sometimes anonymously.

Who do we share your personal data with?

- Where necessary, and where the law allows, we may share your personal data with the following categories of recipients:
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- Local Authority
- Other schools

- Department for Education
- Occupational Health
- Legal Services
- Providers of goods and services
- Parent Teacher Associations
- Regulatory bodies e.g. General Teaching Council for England, OFSTED
- Professional advisors and consultants
- Police forces, other law enforcement and prosecuting authorities
- Department of Work and Pensions
- Her Majesty's Revenue and Customs
- Disclosure and Barring Service
- Courts and Tribunals

How long do we keep your data for?

We are required to retain your personal data only for as long as is necessary in connection with your employment, after which it will be securely destroyed in line with the school's retention policy or the specific requirements of the organisation that has shared the data with us.

Retentions periods are defined within the school's retention guidelines which are available on request.

How do we keep your data safe?

Your data is held securely and in accordance with the school's Information Security Policy. The school ensures that appropriate technical and organisational measures are in place to keep your information safe and to reduce the risk of loss and theft.

Access to personal data is strictly controlled.

Data protection training is made available to all staff and there are policies in place that all staff are required to abide by when processing personal data.

Where personal data is processed outside of the UK, it is protected by adequate measures such as an adequacy decision or appropriate safeguards.

Your information rights

You have several rights in relation to the information that the school holds about you:

- Access - You have the right to ask us for copies of your personal information.
- Rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Object to processing - You have the right to object to the processing of your personal data in certain circumstances.
- Data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
- Automated decisions and profiling – You have the right to prevent your information being processed and decisions being made about you solely by automated means (without any human involvement)

- Consent - where we have asked for your consent to process your personal data, you have the right to withdraw that consent at any time.

We are obliged to consider and respond to any such request within one month. Whilst we shall make every effort to respond within a timely manner, please allow for exceptions to this time period during school holidays.

Information Commissioner's Office

You can access further information about your rights and the school's data protection obligations from the Information Commissioner's Office.

The Information Commissioner's Office is the independent regulator responsible for data protection and is able to consider any complaint you may have about the way your data has been processed.

For more information about the Information Commissioner's Office, please visit www.ico.org.uk.

Further Information

If you wish to submit a request, make a complaint or discuss the way in which your personal data is processed, please contact:

Sir Francis Hill Primary School
Bristol Drive
Lincoln
LN6 7UE

Data Protection Officer:	Mr Neil Fish-Clark
Email:	dpo@sfh.lincs.sch.uk
Tel:	01522 520359