



**Woodlane High School**

achieving success in a nurturing environment

# Woodlane High School

## Privacy Notice for Staff

**Updated: June 2025**

**Next Update: June 2027**

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# Woodlane High School

## Privacy Notice for Staff

Under data protection law, individuals have a right to be informed about how the school uses any personal data held about them. We comply with this right by providing 'privacy notices' to individuals whose personal data we may be required to process.

This privacy notice aims to inform staff of how and why Woodlane High School collects, stores and uses information about them. The term 'staff' may describe the school workforce under the following:

- Those who are directly employed by Woodlane High School (H&F) such as teachers and teaching assistants.
- Those indirectly employed through an agency, such as supply teachers, (e.g. Vibe), Apprentices, (e.g. Aspire ATA) or cleaners, (e.g. Purgo).
- Those employed by a company/organisation to work directly with the school, such as Speech and Language Therapists, (NHS CLCH) or staff delivering mental health therapy, (e.g. RESPOND).
- Those who support the school on a voluntary sense, such as the Governing Body or Friends of Woodlane.

We, (Woodlane High School) are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tim Heapy.

### 1. The Collection and Use of Personal Data

#### 1.1 Why do we collect data?

Much of the data items the school processes are necessary for us to operate and are covered by the six lawful basis outlined in the regulations. The school will only collect staff data needed for a specific purpose, ensure it is maintained accurately and store it securely until it is no longer required. The utmost care is taken to manage and process any data, lawfully, fairly and in a transparent manner as directed by the General Data Protection Regulations (GDPR).

We use staff data to:

- Enable staff to be paid.
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils.
- Support effective performance management.
- Inform our recruitment and retention policies.
- Allow better financial modelling and planning.
- Enable equalities monitoring.
- Improve the management of workforce data across the sector.
- Support the work of the School Teachers' Review Body.

#### 1.2 What types of data?

Some of the data items we retain are in the form of hard copies, such as photocopies of key documents, (e.g. DBS and Passport) or your application for the role. Other elements are in the form

of digital data, such as the personal information we store in our school management system (SIMS) which may include telephone number, next of kin or absence data.

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

Under the new regulations, obtaining these data items would be classed as a legal obligation, a public task or a vital interest, meaning we rely on them to enable us to run the school.

### **1.3 Collecting Data:**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you.
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way.
- We need to protect your vital interests (or someone else's interests).

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Whilst the majority of information you provide to us is required, some of it is provided to us on a voluntary basis and you have the right to refuse to provide it. In order to comply with the General Data Protection Regulations, any time you are requested to provide private or sensitive information, we will inform you of where you can refuse consent. Where you have provided us with consent to use your data, you may withdraw this consent at any time

#### **1.4 Storing Data:**

Staff data is held for as long as you are employed by Woodlane High School. We may also keep it beyond this date if this is necessary in order to comply with our legal obligations.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our record retention schedule, adopted from the *LGfL – GDPR Data Audit Log Spreadsheet*. An example of this guidance instructs us to remove data elements related to the staff personal file after the end of their employment +6 years, whereas an unsuccessful candidate at interview should have their data removed within 6 months of the interview date.

#### **1.5 Accuracy of Information:**

During the September INSET, the school will provide a copy of the data capture, permissions and consent forms for all staff at Woodlane. Staff will be encouraged to check this for accuracy and return to the DPO or Business Manager who will update stored data.

The school can only maintain data items such as phone numbers and addresses if we are updated when they change. We ask all staff to assist in this by providing up to date information whenever necessary.

#### **1.6 Responsibilities of Staff:**

All staff have general responsibilities to data protection, including;

- Collecting, storing and processing any personal data in accordance with this policy.
- Informing the school of any changes to their personal data, such as a change of address.
- Using approved methods and means of communication with others, such as using @woodlane email addresses rather than personal email accounts, and using school computers rather than personal devices.
- Contacting the DPO in the following circumstances:
  - With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure
  - If they have any concerns that this policy is not being followed
  - If they are unsure whether or not they have a lawful basis to use personal data in a particular way
  - If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area
  - If there has been a data breach
  - Whenever they are engaging in a new activity that may affect the privacy rights of individuals
  - If they need help with any contracts or sharing personal data with third parties

Specific responsibilities to data security, particularly relating to the processing of pupil information include;

- Any personal data that they hold or request is kept securely and personal data items are not kept on home computers, removable memory keys or cloud-based services that are not owned or operated by the school.
- If personal data is required, (i.e. Date of Birth/UPN to enter a pupil for a qualification), this is completed through a secure channel with a registered provider that the school has already vetted. Any paper copies are destroyed on completion of this task.
- Personal information is not disclosed either orally or in writing or via Web pages or by any other means, accidentally or otherwise, to any unauthorised third party

Staff should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases. These responsibilities will be included within the school's handbook and code of conduct.

Personal information should:

- Be kept in a locked filing cabinet, drawer, or safe.
- If it is computerised, be coded, encrypted or password protected using school based hardware (or on the school's network drive) that is regularly backed up.
- If a copy is kept on a disk or other removable storage media, (i.e. School Ipad or School Memory Keys) that media must itself be kept in a locked filing cabinet, drawer, or safe.

## **2. Sharing of Information**

### **2.1 Who do we share with?**

We do not share information about our staff without their being a legal bases for doing so, or without consent being provided. It is our policy to maintain a database of all organisations we work with, our reasons for sharing information with them and the legal basis for this sharing, or that consent has been received. Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **2.2 Legal Obligation:**

We are required to share information about our staff with our local authority and the DfE under section 3 of The Education Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring. The sharing of this data is covered by our *legal obligation*, these organisations include:

- Hammersmith & Fulham (or your own local authority).
- The Department for Education (DfE).
- Disclosure and Barring Service (DBS).
- The Woodlane High School Governing Body.

### **2.3 Public Task:**

The school shares data with other providers as a *public task*, which allows us to undertake actions to in order for the school to run properly. This enables us to fulfil our duty to each young person to

ensure pupils' needs are being fully met and the correct services are being provided. For staff it may enable them to be paid, or ensure safeguarding procedures are met. Different types of data will be shared depending on the roll these organisations undertakes. The following list is not exclusive, but serves to highlight the organisations the school may share personal details with (name/role/email address/etc.) usually as a point of contact as part of your specific job role/responsibility:

- Speech & Language Therapists through NHS CLCH (if required within an EHCP).
- Occupational Therapists or Physiotherapists through CLCH (if required within an EHCP).
- Mental Health provision within the school, operated by RESPOND, Anna Freud Centre and MIND.
- Virtual Schools (for Looked After Children).
- Examining Bodies (i.e. AQA, Edexcel, OCR, WJEC, NCFE, etc.)
- Our Regulator (i.e. Ofsted)
- The School Nurse (for specific areas of need).
- The pupil's family and representatives.
- Youth support services through the local authority or commissioned services for pupils aged 13 and over.
- A school/college/sixth form that the pupil is applying to, or is expecting to attend after leaving Woodlane.
- SIMS, (or a similar Management Information System as determined by the school).
- Turniton who manage the school's computer network.
- LGfL who manage the school's network filter.
- GL Assessment who host online CAT and PASS tests for pupils and require names, ages, etc. to ensure feedback is appropriate to their individual circumstances.
- Prospects who are the school's payroll provider.
- BSquared who provide the assessment system that the school uses to track progress.
- Mitie, (changing to The Pantry September 2023) who provide school lunches on site and require allergy/medical information.
- Evolve who are the school's online risk assessment service for educational visits.
- Governor Hub which provides a platform for the school's Governors to meet, share information and store school information securely. Only accessible by school Governors, (DBS checked) and agreed partners, e.g. Clerk.
- Trade unions and associations that support staff in their role.
- Health and social welfare organisations/authorities that support staff in their role.
- Security organisations, including those managing school security systems, (i.e. Chubb), or those working in the wider community (i.e. Prevent).
- Professional bodies, advisers and consultants that support staff in their role.
- Charities and voluntary organisations.
- Police forces, courts, tribunals, where this is requested by these organisations.

#### **2.4 Vital Task:**

In an emergency, the school will engage with other providers through our *vital interest*, which allows us to undertake actions to protect someone's life. The most likely scenario would be sharing pupil information with a paramedic if a pupil is admitted to hospital or sharing personal data to The Metropolitan Police in an emergency.

## 2.5 Legitimate Interest:

The school will, from time to time, engage with services that will support the education of a pupil. Often, these services will require a member of school staff to be a single point of contact or require them to set up the service including some of their personal details. Although these areas could reasonably be assumed to be a *legitimate interest*, staff rightly have a choice as to whether their data is shared with these organisations. We have listed some of these current providers below and where appropriate we will ask for specific consent to share basic information. In these circumstances it should rightly be assumed that there are alternative ways to set up these accounts, therefore opting out will not negatively impact the pupil's education. Any organisations we have worked with in the past (or intend to work with) may also be listed here. Consent will be sought if/when the school engages with this service again. We would encourage staff to share any names of these providers with the school so this list can remain up to date.

These organisations include:

- Athletics
- Accelerated Reader
- London Youth Games
- SEN Swim
- Optional NHS Services (i.e. vaccinations and dental inspections)
- QPR Community Sports Team
- Bikeworks
- TFL
- Careers Hub

## 3. Access and Rights

### 3.1 Requesting access to your personal data and your rights:

Under data protection legislation, staff have the right to request access to information about them that we hold. To make a request, known as a **Subject Access Request**, for your personal information, contact the DPO by email on [dpo@woodlane.lbhf.sch.uk](mailto:dpo@woodlane.lbhf.sch.uk) where your query will be dealt with.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

### 3.2 Your additional rights:

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

**Du Cane Road London W12 0TN**  
**Tel:** 0208 743 5668 | **Fax:** 0208 743 9138  
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**Web:** [www.woodlane.lbhf.sch.uk](http://www.woodlane.lbhf.sch.uk)

- 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.
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us via telephone or email in the first instance. You may also contact the Information Commissioner's Office directly at <https://ico.org.uk/concerns/>.

#### **4. Contact**

**Data Protection Officer:** Tim Heapy

**Telephone:** 0208 743 5668

**Email Address:** [dpo@woodlane.lbhf.sch.uk](mailto:dpo@woodlane.lbhf.sch.uk)