

Rebuilding Confidence. Restoring Futures.

Staff Privacy Notice

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The Sage School

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Contents

Introduction 3

The personal data we hold 4

Why we use this data 5

Our legal basis for using this data 6

Our basis for using Special Category data 7

Collecting this information 8

How we store this data 8

Data sharing 9

Transferring data internationally 9

Staff rights regarding personal data 10

Other rights 11

Complaints 12

Contact us 12

Links to other Policies / Procedures 12

Introduction

Under data protection law, individuals have a right to be informed about how The Sage School uses personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school. The Sage School is the data controller for the purposes of data protection law.

Our Data Protection Officer (DPO) is Gemma Fulcher.

The personal data we hold

Personal data that we may collect is essential for the school to fulfil its official functions and meet legal requirements. Personal data that the school may use, store and share (when appropriate) about staff may include, but is not restricted to:

- Full name, date of birth, marital status and gender
- Address and contact details
- 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
- 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 may include information about (where applicable):

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

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Enabling us to establish relevant experience and qualifications.
- Undertake equalities monitoring.

Our legal basis for using this 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 process staff personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests).

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using staff personal data overlap, and there may be several grounds which justify our use of this data.

Our basis for using Special Category data

For ‘Special Category’ data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained explicit consent to use the special category personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect and individual’s vital interests (i.e. protect a child’s life or someone else’s life), in situations where they are physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by the data subject
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law. Conditions include:

- We have obtained consent to use it in a specific way
- We need to protect an individual’s vital interests (i.e. protect a child’s life or someone else’s life), in situations where they are physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by the data subject
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation.

Collecting this information

While the majority of information we collect about staff is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from staff, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about staff for the statutory and recommended time period as per the retention schedule set out in our Data Protection Policy.

Data sharing

We do not share information about staff with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about staff with:

- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals
- The Department for Education – to meet our legal obligations to share certain information with it
- Your family and representatives – to fulfil our contractual obligations
- Educators and examining bodies – to fulfil our public task
- Our regular Ofsted – to meet our legal obligations and fulfil our public task
- Suppliers and services providers – to enable them to provide the service we have contracted them for
- Our Auditors – to meet our legal obligations to share information with them
- Health and social welfare organisations – to meet our legal obligations through our recruitment process and to keep our staff and pupils safe
- Professional advisers and consultants – to fulfil our public task in providing training opportunities to staff to improve work performance
- Police forces, courts, tribunals – to meet legal obligations
- Employment and recruitment agencies – to fulfil our legal and contractual obligations

Transferring data internationally

Where we transfer personal data to a country or territory outside the United Kingdom, we will do so in accordance with data protection law.

Staff rights regarding personal data

Staff have a right to make a subject access request to gain access to personal information that the school holds about them.

If a valid subject access request is made, and if we do hold data about the individual, 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.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Other rights

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decision being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights please contact the Data Protection Officer, via gfulcher@thesageschool.co.uk.

Complaints

We take complaints about out collection and use of personal information very seriously. If you think our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about out data processing, please raise this with us in the first instance.

To make a complaint, please contact the Data Protection Officer, via gfulcher@thesageschool.co.uk.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Online: https://ico.org.uki/concerns/

Tel: 0303 123 1113

Address: Information Commissioner's Office, Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Gemma Fulcher - Data Protection Officer, via gfulcher@thesageschool.co.uk.

Tel: 01354 572449

Address: The Sage School, 19C Longhill Road, March, Cambridgeshire, PE15 0BL

Links to other Policies / Procedures

- Data Protection Policy