PENAIR SCHOOL

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# Privacy Notice for School Governance Roles

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| **Last reviewed by the Governing Board:** | Autumn 2026 |
| **Next review by the Governing Board:** | Autumn 2027 |

# Privacy Notice (How We Use Personal Information on Get Information About Schools - GIAS)

This Privacy Notice for school workforce explains how and why we store personal information about those employed by the school or otherwise engaged to work at the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR).

## The Categories of Governance Information That We Process Include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates and governor ID)

## Why We Collect and Use Governance Information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use governance information, for the following purposes:

a) to meet the statutory duties placed upon us

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- for the purpose a) named above in accordance with the legal basis of Legal Obligation

All maintained school governing bodies, under section 538 of the Education Act 1996 and academy trusts, under the Academies Financial Handbook have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

- conditions of GDPR - Article 9

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

## Collecting Governance Information

We collect Governance information via Governor contact forms. Governance data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## Storing Governance Information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see retention schedule as part of Data Protection Policy on our school website.

## Who We share Governance Information With

We routinely share this information with:

- The Department for Education (DfE)

## Why We Share School Workforce Information

We do not share information about individuals in Governance roles with anyone without consent unless the law and our policies allow us to do so.

## Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in Governance roles with the Department for Education (DfE), under the requirements set out in the Academies Financial Handbook.

All data is entered manually on the GIAS system and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

## Requesting Access to Your Personal Data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact DPO@schoolpro.uk.

Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

- have your personal data rectified if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; or
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/.

For further information on how to request access to personal information held centrally by Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## Withdrawal of Consent and the Right to Lodge a Complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent at any time. To request the withdrawal of your consent, please contact us: Data Protection Officer, SchoolPro TLC by visiting:

- SchoolPro TLC - Education support for schools and multi academy trusts
- Call 01452 947633
- Or write to: SchoolPro, Commercial House, 2 Abbeymead Avenue, Abbeymead, Gloucester, United Kingdom GL4 5UA.

We will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies. Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.

If you wish to raise a concern about how we process your personal data, please contact us directly. We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay. If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: Information Commissioner's Office.

## Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in October 2026.

## Contact

If you would like to discuss anything in this privacy notice, please contact SchoolPro TLC.

## How Government Uses Your Data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS:

- will increase the transparency of governance arrangements
- will enable local authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the Department for Education (DfE) to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

## Data Collection Requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to https://www.gov.uk/government/news/national-database-of-governors

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the Department for Education (DfE) unless the law allows it.

## How to Find Out What Personal Information Department for Education (DfE) Hold About You

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. See the guide for details: https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

Further information on what personal information the Department for Education (DfE) holds about you is published in the privacy notice for education providers' workforce, including teachers. This is available below:

https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers

To contact DfE: https://www.gov.uk/contact-dfe

PENAIR SCHOOL

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# Privacy Notice for Visitors

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| Last reviewed by the Governing Board: | Autumn 2026 |
| Next review by the Governing Board: | Autumn 2027 |

**Simple Text for Visitors that can be used on visitor books, attached to the reception desk, or used on electronic sign-in systems:**

This Privacy Notice for visitors explains how and why we store personal information about those who visit the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR).

We collect the information requested in the App.

Our legal basis for collecting this information is under Article 6(e) of the UK GDPR – Public Task, and Article 6(c) of the UK GDPR – Legal Obligation.

The reason we collect this information is for the safeguarding of young people and health and safety.

This data is not shared with any third party unless legally required and is retained securely by the school in line with our retention schedule. Please see our Data Protection Policy for further information. These are available on our website.

Full information is available in our Privacy Notice (How We Use Visitor Information) on our website.

## Privacy Notice (How We Use Visitor Information)

This Privacy Notice for visitors explains how and why we store personal information about those who visit the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is Z2600795.

## The Categories of Visitor Information That We Process

We process the following personal information from visitors:

- Name
- Contact details
- Information relating to the visit, e.g. company or organisation name, arrival and departure time, car number plate
- If a professional or regular visitor, evidence that you hold an Enhanced Disclosure and Barring Service Certificate (DBS)

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any access arrangements that may be required
- Photographs for identification purposes
- CCTV images captured

## Why Collect and Use Visitor Information

We use visitor data to:

- Ensure the safeguarding of young people and vulnerable adults
- Maintain high standards of health and safety

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:
(6c) A Legal obligation: the processing is necessary for us to comply with the law.
(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

## Storing Visitor Information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Data Protection Policy on our school website.

## Who We share Visitor Information With

We do not share visitor information with third parties unless we are legally required to do so.

## Requesting Access to Your Personal Data

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact DPO@schoolpro.uk.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

Where we are processing your personal data with your consent, you have the right to withdraw that consent at any time. To request the withdrawal of your consent, please contact us: Data Protection Officer, SchoolPro TLC by visiting:

- SchoolPro TLC - Education support for schools and multi academy trusts
- Call 01452 947633
- Or write to: SchoolPro, Commercial House, 2 Abbeymead Avenue, Abbeymead, Gloucester, United Kingdom GL4 5UA.

We will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies. Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.

If you wish to raise a concern about how we process your personal data, please contact us directly. We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay. If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: Information Commissioner's Office.

## Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in October 2026.

## Contact

If you would like to discuss anything in this privacy notice, please contact SchoolPro TLC.

PENAIR SCHOOL

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# Privacy Notice for Pupils & Parents Short Version

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|---|---|
| Last reviewed by the Governing Board: | Autumn 2026 |
| Next review by the Governing Board: | Autumn 2027 |

# Privacy Notice (How We Use Pupil Information)

This Privacy Notice explains how and why we store personal information about pupils and parents/carers. It provides a guide to parents/carers about our legal obligations and their own rights. Like any organisation which handles personal data, our school is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act and UK General Data Protection Regulation.

# The Categories of Pupil Information That We Process Include:

| | | |
|---|---|---|
| For all pupils | Personal Information | Name, Date of Birth, Gender, Year Group, Class, Address, Contacts<br>Dietary needs, dietary preferences<br>Medical practice address and telephone number<br>Medical conditions |
| | Characteristics | Ethnicity, language, nationality, country of birth |
| | Attendance Information | Sessions attended, number of absences, reasons for absence |
| | Academic attainment and progress records | Teacher Assessment grades<br>Statutory assessment results<br>Standardised score results<br>Learning journey evidence (photographs and annotations)<br><br>Other photographic evidence of learning<br>Reports to parents (mid-year and end of year) |
| | Other | Pupil Surveys<br>Incidental evidence of pupils' successes (certificates, photographs, named trophies, celebration events) |
| For some pupils (only if applicable) | Other | Free School Meals eligibility<br>Court Orders<br>Other pupil premium eligibility (such as if the child is looked after)<br>Safeguarding records (incidents, external agency reports<br>Special Educational needs records (professional assessments, external professionals' reports, referrals for external support)<br>Pastoral records (referrals for support both internal and external, notes of discussions with pupils, pupils' jottings of thoughts and feelings)<br>Exclusion information<br>Behaviour incident records |
| All Parents/Carers* | Personal Information | Names, addresses, telephone numbers, email addresses, relationship to the child (of parents/carers and other given contacts)<br>Free school meals eligibility evidence |
| | Other | Parents' surveys<br>Letters sent to school<br>Emails sent to school<br>Financial payments, including debt (both manual and electronic) |

*this refers to those with legal responsibility for the child

This list is not exhaustive, to access the current list of categories of information we process please see the Data Protection Policy on the school website.

# Why We Collect and Use Pupil Information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- To support pupil learning
- To keep informed to keep children safe
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To comply with the law regarding data sharing
- To meet the statutory duties placed upon us for DfE data collections

We use the parents' data:

- To assess the quality of our services
- To comply with the law regarding data sharing
- To ensure financial stability

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are: (6a) Consent; (6c) A Legal obligation; (6d) A duty to safeguard pupils; (6e) Public task.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. Penair School will work within the conditions of GDPR - Article 9 of the UK GDPR: (9.2a) explicit consent; (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law; (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person; (9.2f) for the establishment, exercise or defence of legal claims; (9.2g) reasons of substantial public interest; (9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

# How We Collect and Store Pupil Information

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from the previous setting.

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Data Protection Policy on the school website.

# Who We Share Pupil Information With

We routinely share pupil information with the following organisations. Our full Privacy Notice explains the reasons why we share data with these organisations:

- Schools that the pupil attends after leaving us
- Our local authority
- The Department for Education (DfE)
- Children's Social Care (when safeguarding pupils' welfare)
- External professionals who visit school (such as Educational Psychologists)
- Suppliers and service providers with whom we have a contract
- Voluntary organisations linked to the school

# Requesting Access to Your Personal Data

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, please contact us.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office (ICO). Please let us know by contacting our Data Protection Officer DPO@schoolpro.uk, SchoolPro TLC or by visiting:

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

# Withdrawal of Consent and the Right to Lodge a Complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent at any time. To request the withdrawal of your consent, please contact us: Data Protection Officer, SchoolPro TLC by visiting:

- SchoolPro TLC - Education support for schools and multi academy trusts
- Call 01452 947633
- Or write to: SchoolPro, Commercial House, 2 Abbeymead Avenue, Abbeymead, Gloucester, United Kingdom GL4 5UA.

We will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies. Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.

If you wish to raise a concern about how we process your personal data, please contact us directly. We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay. If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: Information Commissioner's Office

## Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in October 2026.

## Contact, Full Privacy Notice & How Government Uses Your Data

If you would like to discuss anything in this privacy notice, or to view our full Secondary Academy Pupils & Parents Privacy Notice (including how the Government uses your data), please contact DPO@schoolpro.uk or access it on our school website.

PENAIR SCHOOL

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# Privacy Notice for Pupils and Parents Full Version

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|---|---|
| Last reviewed by the Governing Board: | Autumn 2026 |
| Next review by the Governing Board: | Autumn 2027 |

# Privacy Notice (How We Use Pupil Information)

This Privacy Notice explains how and why we store personal information about pupils and parents/carers. It provides a guide to parents/carers about our legal obligations and their own rights. Like any organisation which handles personal data, our school is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act. and UK General Data Protection Regulation

# The Categories of Pupil Information That We Process Include:

| | | |
|---|---|---|
| For all pupils | Personal Information | Name, Date of Birth, Gender, Year Group, Class, Address, Contacts<br>Dietary needs, dietary preferences<br>Medical practice address and telephone number<br>Medical conditions |
| | Characteristics | Ethnicity, language, nationality, country of birth |
| | Attendance Information | Sessions attended, number of absences, reasons for absence |
| | Academic attainment and progress records | Teacher Assessment grades<br>Statutory assessment results<br>Standardised score results<br>Learning journey evidence (photographs and annotations)<br><br>Other photographic evidence of learning<br>Reports to parents (mid-year and end of year) |
| | Other | Pupil Surveys<br>Incidental evidence of pupils' successes (certificates, photographs, named trophies, celebration events) |
| For some pupils (only if applicable) | Other | Free School Meals eligibility<br>Court Orders<br>Other pupil premium eligibility (such as if the child is looked after)<br>Safeguarding records (incidents, external agency reports<br>Special Educational needs records (professional assessments, external professionals' reports, referrals for external support)<br>Pastoral records (referrals for support both internal and external, notes of discussions with pupils, pupils' jottings of thoughts and feelings)<br>Exclusion information<br>Behaviour incident records |
| All Parents/Carers* | Personal Information | Names, addresses, telephone numbers, email addresses, relationship to the child (of parents/carers and other given contacts)<br>Free school meals eligibility evidence |
| | Other | Parents' surveys<br>Letters sent to school<br>Emails sent to school<br>Financial payments, including debt (both manual and electronic) |

*this refers to those with legal responsibility for the child

This list is not exhaustive, to access the current list of categories of information we process please see the Data Protection Policy on the school website.

# Why We Collect and Use Pupil Information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- To support pupil learning
- To keep informed to keep children safe
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To comply with the law regarding data sharing
- To meet the statutory duties placed upon us for DfE data collections

We use the parents' data:

- To assess the quality of our services
- To comply with the law regarding data sharing
- To ensure financial stability

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation. The school processed such data because we have:

(6a) Consent: parents have given clear consent for us to process their (and their child's) personal data for the purposes indicated above.

(6c) A Legal obligation: the processing is necessary for us to comply with the law (e.g. we are required by law to submit certain teacher assessment information and to safeguard pupils' welfare by sharing information with other agencies).

(6d) A duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject (children); (e.g. if we are required to share medical history information with emergency services in the event of an accident or to other agencies when a child may be in danger).

(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law (e.g. processing attendance information or academic attainment and progress records).

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. The school processes such data because we have:

(9.2a) explicit consent. In circumstances where we seek consent, we make sure that the consent is unambiguous and for one or more specified purposes, is given by an affirmative action and is recorded as the condition for processing. Examples of our processing include use of pupil photographs for external purposes, pupil dietary requirements, and health information we receive from our pupils who require a reasonable adjustment to access our services.

(9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

(9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person. An example of our processing would be using health information about a pupil in a medical emergency.

(9.2f) for the establishment, exercise or defence of legal claims. Examples of our processing include processing relating to any employment tribunal or other litigation.

(9.2g) reasons of substantial public interest. As a school, we are a publicly funded body and provide a safeguarding role to young and vulnerable people. Our processing of personal data in this context is for the purposes of substantial public interest and is necessary for the carrying out of our role. Examples of our processing include the information we seek or receive as part of investigating an allegation.

(9.2j) for archiving purposes in the public interest. The relevant purpose we rely on is Schedule 1 Part 1 paragraph 4 – archiving. An example of our processing is the transfers we make to the County Archives as set out in our Records Management Policy.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

## How We Collect Pupil Information

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from the previous setting.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## How We Store Pupil Data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Protection Policy on the school website.

All confidential information is kept secure either on encrypted, password protected devices or paper copies kept on the school site. Once the deadline for retaining information has passed, data kept electronically is deleted and paper copies are destroyed in conjunction with the retention schedule.

## Who We Share Pupil Information With

We routinely share pupil information with:

- Schools that the pupil attends after leaving us
- Our local authority
- The Department for Education (DfE)
- Children's Social Care (when safeguarding pupils' welfare)
- External professionals who visit school (such as Educational Psychologists)
- Suppliers and service providers with whom we have a contract
- Voluntary organisations linked to the school

## Why We Regularly Share Pupil Information

We regularly share pupil information where it is necessary to support pupils' education, wellbeing, health, safety and development, and to meet our legal obligations as a school. Sharing information helps to ensure that pupils receive appropriate educational support, that transitions between schools are managed effectively, and that public bodies can carry out their statutory functions.

Information may also be shared to:

- Safeguard children and young people
- Provide access to healthcare and specialist support services
- Support pupils with SEND
- Monitor educational standards and outcomes
- Allocate funding and resources
- Administer statutory assessments and examinations
- Comply with legislation and regulatory requirements

We only share information that is necessary for the relevant purpose and require recipients to process information securely and confidentially..

### *Youth Support Services*

### *Pupils Aged 13+*

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service. For more information about services for young people, please visit our local authority website.

### *Department for Education (DfE)*

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

For privacy information on the data the Department for Education collects and uses, please see :
https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3

And

https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education

### *Local Authorities*

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels.

# Requesting Access to Your Personal Data

The UK-GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, please contact DPO@schoolpro.uk.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).

- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## Withdrawal of Consent and the Right to Lodge a Complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent at any time. To request the withdrawal of your consent, please contact us: Data Protection Officer, SchoolPro TLC by visiting:

- SchoolPro TLC - Education support for schools and multi academy trusts
- Call 01452 947633
- Or write to: SchoolPro, Commercial House, 2 Abbeymead Avenue, Abbeymead, Gloucester, United Kingdom GL4 5UA.

We will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies. Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.

If you wish to raise a concern about how we process your personal data, please contact us directly. We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay. If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: Information Commissioner's Office.

## Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in October 2026.

## Contact

If you would like to discuss anything in this privacy notice, please contact SchoolPro TLC.

# How Government Uses Your Data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

# Data Collection Requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools

# The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education. To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice

# Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

· schools and local authorities
· researchers
· organisations connected with promoting the education or wellbeing of children in England
· other government departments and agencies
· organisations fighting or identifying crime

For more information about the Department for Education's (DfE) data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

# How to Find Out What Personal Information the Department for Education (DfE) Hold About You

Under the terms of UK GDPR, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. See the guide for details: https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

Further information on what personal information the Department for Education (DfE) holds about you published in the privacy notices for early years foundation stage to key stage 3, and key stage 4 and 5 and adult education. These are available below:

https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3

https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education

To contact the Department for Education (DfE): https://www.gov.uk/contact-dfe

PENAIR SCHOOL

DISCE UT VIVAS

# Privacy Notice for the School Workforce Short Version

| | |
|---|---|
| **Last reviewed by the Governing Board:** | Autumn 2026 |
| **Next review by the Governing Board:** | Autumn 2027 |

# Privacy Notice (How We Use Workforce Information)

This Privacy Notice for school workforce explains how and why we store personal information about those employed by the school or otherwise engaged to work at the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR).

## The Categories of Workforce Information That We Process Include:

| | |
|---|---|
| Personal Information | Name, date of birth, gender, address, email address, telephone number<br>National Insurance number<br>Employee or teacher number<br>Medical conditions |
| Characteristics | Ethnicity, language, nationality, country of birth |
| Attendance Information | Sessions attended, number of absences, reasons for absence |
| Employment / Recruitment / Contract Information | References<br>Self-Disclosure forms<br>DBS checks<br>Verification of the right to work in the UK<br>Start dates<br>Hours worked<br>Post / roles<br>Salary information<br>P45 forms<br>Pensions information |
| Other | Appraisal / Performance Management notes and reports<br>Qualifications<br>DBS evidence<br>Disciplinary information<br>Grievances |

This list is not exhaustive, to access the current list of categories of information we process, please see retention schedule as part of Data Protection Policy on our school website.

## Why We Collect and Use Workforce Information

We use workforce data to:

- Enable the deployment of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Provide support to staff when required (e.g. medical emergencies)
- Maintain high standards of performance from the workforce

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/ bases we rely on for processing personal information for general purposes are: (6a) Consent; (6c) A Legal obligation; (6d) A duty to safeguard pupils; (6e) Public task.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. **Penair School** will work within the conditions of GDPR - Article 9 of the UK GDPR: (9.2a) explicit consent; (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law; (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person; (9.2f) for the establishment, exercise or defence of legal claims; (9.2g) reasons of substantial public interest; (9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

## Collecting and Storing Workforce Information

We collect personal information via an application form.

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see retention schedule as part of Data Protection Policy on our school website.

## Who We share Workforce Information With

We routinely share aspects of workforce information with the following organisations. Our full Privacy Notice explains the reasons why we share data with these organisations:

- The Secretary of State
- The Department for Education (DfE)
- Suppliers and service providers with whom we have a contract.

## Requesting Access to Your Personal Data

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact DPO@schoolpro.uk.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.

- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.

- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.

- the right to ask us to delete your personal information – this is called 'right to erasure'

- the right to ask us to stop using your information – this is called 'right to restriction of processing'.

- the 'right to object to processing' of your information, in certain circumstances

- rights in relation to automated decision making and profiling.

- the right to withdraw consent at any time (where relevant).

- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.

- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.

- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/. You can contact our Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## Withdrawal of Consent and the Right to Lodge a Complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent at any time. To request the withdrawal of your consent, please contact us: Data Protection Officer, SchoolPro TLC by visiting:

- SchoolPro TLC - Education support for schools and multi academy trusts
- Call 01452 947633
- Or write to: SchoolPro, Commercial House, 2 Abbeymead Avenue, Abbeymead, Gloucester, United Kingdom GL4 5UA.

We will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies. Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.

If you wish to raise a concern about how we process your personal data, please contact us directly. We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay. If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: Information Commissioner's Office.

## Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in October 2026.

## Contact, Full Privacy Notice & How Government Uses Your Data

If you would like to discuss anything in this privacy notice, please contact SchoolPro TLC or to view our full Workforce School Privacy Notice (including how the Government uses your data), please access on the school website.

PENAIR SCHOOL

DISCE UT VIVAS

# Privacy Notice for the School Workforce Full Version

| | |
|---|---|
| **Last reviewed by the Governing Board:** | Autumn 2026 |
| **Next review by the Governing Board:** | Autumn 2027 |

# Privacy Notice (How We Use Workforce Information)

This Privacy Notice for school workforce explains how and why we store personal information about those employed by the school or otherwise engaged to work at the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR).

## The Categories of Workforce Information That We Process Include:

| | |
|---|---|
| Personal Information | Name, date of birth, gender, address, email address, telephone number<br>National Insurance number<br>Employee or teacher number<br>Medical conditions |
| Characteristics | Ethnicity, language, nationality, country of birth |
| Attendance Information | Sessions attended, number of absences, reasons for absence |
| Employment / Recruitment / Contract Information | References<br>Self-Disclosure forms<br>DBS checks<br>Verification of the right to work in the UK<br>Start dates<br>Hours worked<br>Post / roles<br>Salary information<br>P45 forms<br>Pensions information |
| Other | Appraisal / Performance Management notes and reports<br>Qualifications<br>DBS evidence<br>Disciplinary information<br>Grievances |

This list is not exhaustive, to access the current list of categories of information we process, please see retention schedule as part of Data Protection Policy on our school website.

## Why We Collect and Use Workforce Information

We use workforce data to:

- Enable the deployment of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Provide support to staff when required (e.g. medical emergencies)
- Maintain high standards of performance from the workforce

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

(6a) Consent: employees and others who work in the school have given clear consent for us to process their personal data for the purposes indicated above.

(6c) A Legal obligation: the processing is necessary for us to comply with the law.

(6d) A duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject (e.g. we are required to have evidence that staff have DBS clearance)

(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. **Penair School** will work within the conditions of GDPR - Article 9 of the UK GDPR:

(9.2a) explicit consent. In circumstances where we seek consent, we make sure that the consent is unambiguous and for one or more specified purposes, is given by an affirmative action and is recorded as the condition for processing. Examples of our processing include staff dietary requirements, and health information we receive from our staff who require a reasonable adjustment to access our site and services.

(9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

(9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person. An example of our processing would be using health information about a member of staff in a medical emergency.

(9.2f) for the establishment, exercise or defence of legal claims. Examples of our processing include processing relating to any employment tribunal or other litigation.

(9.2g) reasons of substantial public interest. As a school, we are a publicly funded body and provide a safeguarding role to young and vulnerable people. Our processing of personal data in this context is for the purposes of substantial public interest and is necessary for the carrying out of our role. Examples of our processing include the information we seek or receive as part of investigating an allegation.

(9.2j) for archiving purposes in the public interest. The relevant purpose we rely on is Schedule 1 Part 1 paragraph 4 – archiving. An example of our processing is the transfers we make to the County Archives as set out in our Records Management Policy.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

## Collecting Workforce Information

We collect personal information via an application form. Workforce data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

## Storing Workforce Information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see retention schedule as part of Data Protection Policy on our school website.

## Who We share Workforce Information With

We routinely share aspects of workforce information with:

- The Secretary of State
- The Department for Education (DfE)
- Suppliers and service providers with whom we have a contract.

## Why We Share School Workforce Information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

### The Secretary of State

We are required to share information about our workforce members with The Secretary of State under section 7 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

We are required to share information about our school employees with the (DfE) under section 7 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

For privacy information on the data the Department for Education (DfE) collects and uses, please see:
https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers

### Suppliers and Service Providers

We are required to share certain information about our school workforce with suppliers and service providers (e.g. pensions information) to enable staff to undertake the legal responsibilities of their role.

## Requesting Access to Your Personal Data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact DPO@schoolpro.uk.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/. You can contact our Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## Withdrawal of Consent and the Right to Lodge a Complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent at any time. To request the withdrawal of your consent, please contact us: Data Protection Officer, SchoolPro TLC by visiting:

- SchoolPro TLC - Education support for schools and multi academy trusts
- Call 01452 947633
- Or write to: SchoolPro, Commercial House, 2 Abbeymead Avenue, Abbeymead, Gloucester, United Kingdom GL4 5UA.

We will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies. Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.

If you wish to raise a concern about how we process your personal data, please contact us directly. We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay.  If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: Information Commissioner's Office.

## Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in October 2026.

## Contact

If you would like to discuss anything in this privacy notice, please contact SchoolPro TLC.

## How Government Uses Your Data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

## Data Collection Requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

## Sharing by the Department for Education (DfE)

The Department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department for Education (DfE) will only share your personal data where it is lawful, secure and ethical to do so and has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education's (DfE) data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

## How to Find Out What Personal Information DfE Hold About You

Under the terms of UK GDPR, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. See the guide for details: https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

Further information on what personal information the Department for Education (DfE) holds about you is published in the privacy notice for education providers' workforce, including teachers. This is available below:

https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers

To contact the Department for Education (DfE): https://www.gov.uk/contact-dfe