



Privacy Notice for Thameside Primary School

Staff, Visitors & Contractors

Thameside Primary School is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, the UK GDPR and Data Protection Act 2018 form the main framework for data protection in the UK. These have been updated by the Data (Use and Access) Act 2025, which came into force in stages between 2025 and 2026. Thameside Primary School processes personal information in accordance with applicable UK data protection legislation.

This notice applies to all current and former employees, workers and contractors.

WHO COLLECTS THIS INFORMATION

Thameside Primary School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other privacy notices we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

DATA PROTECTION PRINCIPLES

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

THE CATEGORIES OF INFORMATION THAT WE COLLECT, PROCESS, HOLD AND SHARE

We may collect, store and use the following categories of personal information about you:

- Personal information and contact details such as name, title, addresses, date of birth, marital status, telephone numbers and personal email addresses;
- Emergency contact information such as names, relationships, telephone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including references, proof of right to work in the UK, application forms, CVs and qualifications;
- Employment contract information such as start dates, hours worked, posts and roles;
- Education and training details;

- Details of salary and benefits including payment details, payroll records, tax status information, National Insurance number, pension and benefits information;
- Details of any dependants;
- Nationality and immigration status information and related documents such as passports and right to work documentation;
- Information in sickness and absence records including reasons for absence and information regarding physical and mental health;
- Criminal records information as required by law to enable you to work with children;
- Trade union membership information;
- Information relating to grievances;
- Information relating to disciplinary matters;
- Details of appraisals, performance reviews and capability matters;
- Time and attendance information;
- Information about your use of School IT systems, communication systems and other monitoring information;
- Information relating to the use of business-related social media;
- Images captured by the School's CCTV system;
- Recordings from the School's video conferencing platform;
- Information obtained from public social media where lawful and necessary for safeguarding or employment-related purposes;
- Information contained in references provided about you to prospective employers;
- Information relating to racial or ethnic origin, sex, sexual orientation, religious beliefs or similar beliefs.

HOW WE COLLECT THIS INFORMATION

We may collect this information from you directly, from your personnel records, the Home Office, pension administrators, medical professionals, occupational health providers, the Disclosure and Barring Service (DBS), trade unions, other employees and professional advisers engaged by the School.

We may also collect information through School systems including computer networks, CCTV systems, access control systems, remote access systems, email systems, internet services, video conferencing systems and visitor management systems such as Inventory.

HOW WE USE YOUR INFORMATION

We may use digital tools and software systems that incorporate automated processing or artificial intelligence features to support administration, safeguarding, security, human resources and operational functions. Any use of such technologies will be subject to appropriate human oversight and safeguards in accordance with data protection legislation.

We will only use your personal information when the law allows us to.

Most commonly, we will use your information in the following circumstances:

- Where we need to perform the contract we have entered into with you;
- Where we need to comply with a legal obligation;
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests;
- Where you have provided consent.

We need the categories of information listed above primarily to allow us to perform our contract with you and enable us to comply with legal obligations. We may process your information without your knowledge or consent where this is required or permitted by law.

We may process your personal information for the following purposes:

- Recruitment and selection decisions;
- Maintaining employment records;
- Compliance with regulatory requirements and good employment practice;
- Vetting and safeguarding checks;
- Workforce planning and management;
- Accounting, auditing and financial management;
- Personnel administration including attendance and sickness monitoring;
- Performance management and appraisal;
- Managing internal policies and procedures;
- Payroll, pensions and benefits administration;
- Assessing qualifications and suitability for specific roles or promotions;
- Managing disciplinary or grievance processes;
- Compliance with employment law and other legal obligations;
- Monitoring access to School systems and facilities;
- Protecting School networks and information systems;
- Education, training and development activities;
- Equal opportunities monitoring;
- Responding to insurers and insurance claims;
- Decisions relating to continued employment or engagement;
- Arrangements relating to termination of employment;
- Post-termination matters including references;
- Health and safety obligations;
- Prevention and detection of fraud or criminal activity; and
- Defending legal claims, investigations, court proceedings or tribunal proceedings.

If you fail to provide certain information when requested, we may not be able to fulfil our contractual obligations or comply with our legal obligations.

We will only use your personal information for the purposes for which it was collected unless we reasonably consider that another use is compatible with the original purpose. Where necessary, we will notify you and explain the legal basis for any additional processing.

HOW WE USE PARTICULARLY SENSITIVE INFORMATION

Sensitive personal information (special category data) requires higher levels of protection.

We may process this information:

- With your explicit consent;
- To comply with employment and legal obligations;
- Where it is necessary for substantial public interest reasons;
- To assess your working capacity on health grounds;
- In connection with legal claims;
- To protect your interests or those of another person where you are unable to provide consent.

We may use this information for:

- Managing sickness absence and leave;
- Compliance with employment legislation;
- Assessing fitness to work and making workplace adjustments;
- Managing health and welfare in the workplace;
- Equal opportunities monitoring and reporting;
- Recording trade union membership for payroll deductions and employment law purposes.

CRIMINAL CONVICTIONS

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations and safeguarding responsibilities.

We will only collect criminal convictions information where appropriate for the role and where we are legally entitled to do so.

AUTOMATED DECISION MAKING

Automated decision making takes place where an electronic system uses personal information to make decisions without meaningful human involvement.

The School may use systems that include automated processing. However, you will not be subject to decisions that have a significant impact on you based solely on automated decision making unless we have a lawful basis for doing so and have informed you of your rights.

SHARING DATA

We may need to share your information with third parties where required by law, where it is necessary to administer the employment relationship or where we have another legitimate reason for doing so.

This may include:

- Department for Education (DfE);
- Ofsted;
- Prospective employers;
- Social care and welfare services;
- Police, HMRC and other law enforcement agencies;
- Local Authority Designated Officer (LADO);
- Training providers;
- Professional advisers such as solicitors and consultants;
- Support service providers including HR, IT, information security, insurers, pension providers and payroll services;
- The Local Authority;
- Occupational Health providers;
- Disclosure and Barring Service (DBS);
- Recruitment and supply agencies.

Information will be provided securely and anonymised where possible.

Recipients will be subject to confidentiality obligations. We require all third parties to respect the security of your personal information and process it in accordance with the law.

We may transfer personal information outside the UK and the EU. If we do so, appropriate safeguards will be in place.

RETENTION PERIODS

Except where otherwise permitted or required by law, the School retains personal information only for as long as necessary to fulfil the purposes for which it was collected.

In determining how long information should be retained, we consider:

- The nature, sensitivity and volume of the information;
- The risk of unauthorised use or disclosure;
- The reasons for processing the information;
- Applicable legal and regulatory requirements.

Once your employment or engagement with the School has ended, your personal information will be retained and securely destroyed in accordance with the School's Records Management and Retention Schedule, statutory requirements and operational need.

SECURITY

We have implemented appropriate technical and organisational measures to protect personal information from accidental loss, unauthorised access, misuse, alteration or disclosure.

Access to personal information is restricted to those who have a legitimate business need to know.

We have procedures in place to deal with suspected data breaches and will notify affected individuals and regulators where legally required.

YOUR RIGHTS OF ACCESS, CORRECTION, ERASURE AND RESTRICTION

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your information changes.

Under certain circumstances, you have the right to:

- Access your personal information (a Subject Access Request);
- Correct inaccurate personal information;
- Request erasure of personal information;
- Request restriction of processing;
- Object to processing in certain circumstances;
- Request transfer of personal information to another organisation.

You will not normally have to pay a fee to access your information. However, we may charge a reasonable fee or refuse a request where it is manifestly unfounded or excessive.

When responding to Subject Access Requests, the School will undertake reasonable and proportionate searches for personal information in accordance with applicable data protection legislation.

If you wish to exercise any of these rights, please contact the Headteacher in writing.

We may request information to confirm your identity before responding to any request.

RIGHT TO WITHDRAW CONSENT

Where processing is based on consent, you have the right to withdraw that consent at any time.

To withdraw consent, please contact the Headteacher.

Once consent has been withdrawn, we will no longer process your personal information for that purpose unless another lawful basis applies.

HOW TO RAISE A CONCERN

The School maintains a data protection complaints procedure. Concerns relating to the handling of personal information will be acknowledged and investigated within appropriate timescales.

We hope that the Headteacher can resolve any query or concern you raise about our use of personal information in the first instance.

We have appointed a Data Protection Officer (DPO) to oversee compliance with data protection legislation and this privacy notice.

Data Protection Officer: Judicium Consulting Limited

Address:

Judicium HQ
98 Theobalds Road
London
WC1X 8WB

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

Telephone: 0345 548 7000 (option 1, then option 1 again)

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection matters.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time and will provide a revised privacy notice where significant changes are made. We may also notify you in other ways from time to time regarding the processing of your personal information.

July 2026