



Workforce privacy notice

Created: September 2025

Review: September 2026

Copies of all of our policies can be found
in the school office, and online at
rutherfordschool.org.uk

Who we are

Rutherford School is the data controller for the personal information we collect about our workforce. This means we decide how and why we use your data, and we are responsible for keeping it safe.

What information we collect

We collect, store and use a range of information about staff, including:

- Personal details (name, address, contact details, date of birth, gender)
- Employment details (job title, contract, salary, working hours, pension, absence)
- Qualifications, training, and performance records
- Next of kin and emergency contacts
- Payroll and bank details
- Information about ethnicity, nationality, health, or disability (where relevant for monitoring or support)
- Information relating to safeguarding and safer recruitment, including DBS checks
- CCTV images (where applicable on site)

Why we collect your data

We use this data to:

- Manage employment relationships
- Pay staff and administer pensions
- Meet legal and statutory duties as an employer and an educational provider
- Ensure the safety and welfare of pupils, staff and visitors
- Support staff training, appraisal and development
- Monitor equality and diversity
- Meet safeguarding responsibilities
- Maintain records for business planning and compliance

Our lawful basis for processing

We process your data under the following lawful bases:

- To comply with a legal obligation (e.g. employment law, safeguarding)
- To fulfil our contractual obligations (e.g. paying your salary)
- To carry out tasks in the public interest (education and safeguarding)
- To protect vital interests (where life or safety is at risk)
- With your consent (e.g. for optional photos, publications, or events)

Where we process special category data (such as health, ethnicity or trade union membership), we do so because it is necessary for employment law, health and safety, or equality monitoring.

How we store your data

Your data is stored securely in line with our Data Protection Policy. We keep it only as long as necessary, following our retention schedule, and dispose of it safely when no longer needed.

Who we share your data with

We will not share your information with third parties without consent, unless the law requires us to. Where necessary, we may share data with:

- The Department for Education (DfE), Ofsted and other regulatory bodies
- Payroll, pension and HR service providers
- Local authorities and safeguarding partners
- IT service providers who support our systems
- Emergency services where needed for health and safety
- Professional advisers such as auditors or insurers

If we transfer data outside the UK, we ensure appropriate safeguards are in place.

Your rights

You have the right to:

- Access the personal data we hold about you
- Request correction of any inaccurate data
- Request erasure of data (where legally applicable)
- Restrict or object to certain processing
- Request that we transfer your data to another organisation (data portability)
- Withdraw consent where processing is based on consent
- Complain to the Information Commissioner's Office (ICO) if you are unhappy with how your data has been handled

Contact details

If you have questions, or wish to exercise your data protection rights, please contact our Data Protection Officer (DPO):

Ross White (CEO)
✉ ross.white@garwoodfoundation.org.uk

You also have the right to contact the ICO: www.ico.org.uk / 0303 123 1113.

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