



Newbridge Learning Community

STAFF PRIVACY NOTICE

The school workforce

Who processes your information?

The school is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. A representative of the school, Miss A Martindale, can be contacted on 01942 369770 or bman@admin.newbridge.wigan.sch.uk with any queries that you may have in relation to this matter.

Nick Holden of NexusProtect is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with The Data Protection Act 2018. The data protection officer can be contacted on 0151 3150510 or via email at governance@nexus-global.co.uk

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

Why do we need your information?

Newbridge Learning Community has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

Employment checks:

Failure to provide the school with ample proof of a right to work in the UK will prevent employment at the school.

Employees found to be working illegally could face prosecution by law enforcement officers.

Salary requirements:

Failure to provide accurate tax codes and / or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

Personal details:

Failure to provide up to date medical needs / requirement could result in relevant information not being passed on in the event of an emergency.

Failure to provide up to date telephone numbers / address could lead to missed communication or information.

For which purposes are your personal data processed?

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements
- Safeguarding checks
- Contacts / next of kin details for emergency purposes
- Disclosure and Barring Service
- DfE requirements / checks
- School Workforce Census Return
- Continued Professional Development
- Medical purposes

Which data is collected?

The personal data the school will collect from the school workforce includes the following:

- Names
- Personal demographics (including gender, race, ethnicity, sexual orientation, religion)
- Contact details
- Bank details
- Pension details
- National insurance numbers
- Employment contracts
- Remuneration details
- Qualifications
- Absence information
- Professional development training
- Trade union membership
- Offences (including alleged offences), criminal proceedings, outcomes and sentences
- Employment Tribunal applications, complaints, accidents and incident details

The collection of personal information will benefit both the DfE and LA by:

- Improving the management of workforce data across the sector
- Enabling staff administration and management (including payroll and performance)
- Enabling pensions administration

- Enabling management and planning
- Enabling accounting and auditing
- Enabling accounts and records
- Assisting with crime prevention and prosecution of offenders
- Enabling the development of a comprehensive picture of the workforce and how it is deployed
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling ethnicity and disability monitoring
- Supporting the work of the school teachers' review body

Will your personal data be sought from third parties?

Staff members' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. medical records from a GP. The categories of data obtained and processed from third parties include:

- Medical records from GP including physical health or mental condition (occupational health information)
- Teacher number and qualifications
- Safeguarding information
- Contractual, retirement and absence data

Where data is obtained from third parties, the personal data originates from the following sources:

- NHS
- General Teaching Council
- Disclosure and Barring Service
- Wigan MBC HR Department
- Edubase
- Tax Office
- Teachers' pensions and Greater Manchester Pension Fund

How is your information shared?

Newbridge Learning Community will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE. This includes the following:

- Contractual data
- Absence data
- Employment information
- Safeguarding information

How long is your data retained for?

Staff members' personal data is retained in line with Newbridge Learning Community's Retention of Records Policy.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Retention of Records Policy.

What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that Newbridge Learning Community holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner’s Office (ICO) in relation to how Newbridge Learning Community processes their personal data.

How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.newbridge.wigan.sch.uk, the Gov.UK website, or download our GDPR Data Protection Policy and Retention of Records Policy.

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 on: **23/02/2026**.

Declaration

I,, declare that I understand and consent to:

- Newbridge Learning Community has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data that Newbridge Learning Community requires.
- Newbridge Learning Community may share my data with the DfE, and subsequently the LA.
- Newbridge Learning Community will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Newbridge Learning Community may use my data on the school’s website.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with Newbridge Learning Community’s Retention of Records Policy.
- My rights to the processing of my personal data.

Name of staff member:

Signature of staff member:

Date:
