



Privacy Notice - Staff

Lasting learning experiences for life.

Version 1.0 · Issued 14 September 2026 · Next review 14 September 2027 · Data controller: Mereworth Community Primary School, 39 The Street, Mereworth, Kent, ME18 5ND · Data Protection Officer: Satswana Ltd, dpo@satswana.com

This notice explains how Mereworth Community Primary School collects and uses personal information about employees, workers, supply staff, volunteers and contractors. We provide it to all staff on appointment and review it annually, and whenever HR systems or purposes change.

Who We Are and Who This Covers

Mereworth Community Primary School, 39 The Street, Mereworth, Kent, ME18 5ND, is the data controller for your information as a member of the school workforce. Our ICO registration number is Z6064564 and our Data Protection Officer is Satswana Ltd (outsourced Data Protection Officer) (dpo@satswana.com).

This notice covers employees, casual and supply staff, agency workers, apprentices, trainees on placement, volunteers and self-employed contractors working at the school.

What We Hold

Category	What this includes
Identity and contact details	Name, address, telephone numbers, personal email, date of birth, National Insurance number, photograph and emergency contacts (including next of kin details you provide).
Recruitment records	Application form, CV, interview notes, references, qualifications, proof of identity and right to work, and pre-employment checks.
Vetting	DBS certificate number, date and disclosure outcome, barred list checks, prohibition checks, overseas checks, section 128 checks and the single central record entries.
Employment records	Contract, job description, salary, pay scale, working pattern, start and end dates, role changes, and continuous service date.
Payroll and pension	Bank details, tax code, National Insurance, pension scheme membership and contributions, student loan deductions, expenses and salary sacrifice arrangements.
Absence and health	Sickness absence records, fit notes, occupational health reports, disability and reasonable adjustments, accident records, and maternity, paternity, adoption, shared parental and carer's leave records.
Performance and development	Appraisal records, objectives, professional development and training records, and qualifications gained.
Conduct	Records relating to grievances, disciplinary matters, capability, allegations and investigations, including safeguarding allegations.
Equality monitoring	Ethnicity, gender, disability, religion or belief and sexual orientation, where you choose to provide it, used in anonymised form only.
Trade union membership	Where you tell us or where subscriptions are deducted from pay.
System and site records	Email and network accounts, access logs, CCTV images, building access records and telephone records.

Why We Use It and Our Lawful Basis

We use your information to recruit and employ you; to pay you and administer pension and benefits; to manage attendance, absence and health at work; to support your development and manage performance; to meet safeguarding and safer recruitment duties; to manage conduct and capability; to plan the workforce and meet statutory returns; to secure our site and systems; and to defend legal claims. Our lawful bases are:

Lawful basis	When we rely on it
Contract	To perform your contract of employment, including pay and benefits.
Legal obligation	Including the Education (School Teachers' Appraisal) Regulations, safer recruitment duties under Keeping Children Safe in Education, tax and National Insurance, health and safety, right to work checks, pension auto-enrolment and the school workforce census.
Public task	The safe and effective running of the school.
Legitimate interests	For example, maintaining internal contact lists, protecting our systems and property, and managing operational communications. Where we rely on legitimate interests, we have balanced them against your rights.
Consent	For optional matters such as your photograph on the school website or inclusion in publicity. You can withdraw consent at any time.

For health and other special category data we also rely on Article 9(2)(b) (employment and social protection law), 9(2)(h) (occupational health), 9(2)(c) (vital interests) and 9(2)(g) with the safeguarding conditions in Schedule 1 DPA 2018. We process DBS and criminal offence information under the safer recruitment and safeguarding conditions in Schedule 1 DPA 2018.

Who We Share It With

We share workforce information, only where necessary, with: the Department for Education (school workforce census); Kent County Council; the Teachers' Pension Scheme, the Local Government Pension Scheme and other pension providers; HMRC; our payroll and HR system providers; occupational health providers; the Disclosure and Barring Service; the Teaching Regulation Agency and other regulators where a referral is required; the Local Authority Designated Officer, children's social care and the police in relation to safeguarding allegations; recruitment referees and, on request, prospective employers; our auditors, insurers and legal advisers; trade unions where you have authorised it; and Ofsted and, where applicable, our trust or diocese.

We do not sell your information or use it for marketing.

How Long We Keep It

In line with our Retention Schedule:

Record	Retention period
Personnel file	Six years after employment ends, except where a longer period applies.
Substantiated safeguarding allegations	Until normal retirement age or ten years, whichever is longer; remove malicious or unfounded allegations from the file.
Single central record	Retained while employed, and evidence of checks for six years afterwards.
Payroll and pension records	Six years, and pension entitlement records for the life of the scheme member.
Recruitment records for unsuccessful applicants	Six months.
DBS certificate content	Not retained; the certificate itself is destroyed within six months of the recruitment decision, with only the number, date and outcome recorded.
Accident records	Three years, or until the individual's 21st birthday where a young person is involved.
CCTV footage	30 days.

Monitoring in the Workplace

We monitor the use of school IT systems, email, internet access and access to pupil records to safeguard children, protect our systems and meet our legal duties. Monitoring is proportionate, is covered by a Data Protection Impact Assessment, and is not used for covert surveillance except in the exceptional circumstances set out in our CCTV Policy. We do not routinely read personal email content; where an account must be accessed, the Headteacher authorises it, and it is recorded.

Your Rights Over Your Information

You have the right to: be informed about how we use your data; request a copy of it (a subject access request); have inaccurate data corrected; ask for data to be erased where we have no continuing reason to hold it; ask us to restrict processing while a concern is resolved; object to processing based on our legitimate interests or public task; receive certain data in a portable format; and withdraw consent at any time where we have relied on consent.

To exercise any right, contact our Data Protection Officer, Satswana Ltd (outsourced Data Protection Officer), at dpo@satswana.com, or write to the Headteacher at 39 The Street, Mereworth, Kent, ME18 5ND. We respond within one calendar month, and will tell you if we need to extend that for a complex request.

Some rights are qualified. For example, we cannot delete records we are required by law to keep, and we may withhold information where an exemption applies (such as where disclosure would cause serious harm, or would identify a third party or a safeguarding referrer).

If you are unhappy with how we have handled your information, please tell us first so we can put it right. You also have the right to complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF, ico.org.uk/make-a-complaint, 0303 123 1113.

Storing Your Data Outside the UK

Your data is normally stored within the United Kingdom or the European Economic Area. Some of our software suppliers host or support data outside the UK. Where that happens, we only transfer data where the country is covered by UK adequacy regulations, or where we have put in place the International Data Transfer Agreement or the UK Addendum to the EU Standard Contractual Clauses, supported by a documented Transfer Risk Assessment. You can ask dpo@satswana.com for details of the safeguards in place.

Document Control

Document owner	School Business Manager, with Satswana Ltd (outsourced Data Protection Officer)	Version	1.0
Data Protection Officer	Satswana Ltd (outsourced Data Protection Officer) — dpo@satswana.com	Approved by	Governing Body of Mereworth Community Primary School
Senior Information Risk Owner	Miss A. Lavelle	Date of approval	14 September 2026
ICO registration	Z6064564	Review cycle	Annual — next review 14 September 2027