Haberdashers'
ABRAHAM DARBY
Aspiration Respect Excellence
Ironbridge Road, Madeley, Telford TF7 5HX
Telephone: 01952 386000
Email: hadenquiries@taw.org.uk
Web: www.haberdashersabrahamdarby.co.uk
Principal: J Edgar BA Hons; MSc Ed Man; MCCT

Privacy Notice for Staff – 2026

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

Haberdashers' Abraham Darby is part of Haberdashers' West Midlands Academies Trust, which also runs Haberdashers' Adams. The Trust is the 'data controller' for both schools for the purposes of data protection law. It is registered with the Information Commissioner's Office under registration number Z1334199, and its registered address is Haberdashers' Adams, High Street, Newport, Shropshire, TF10 7BD.

⇨ Our Data Protection Officer is Rob Montgomery – Information Governance & Audit Manager, c/o Telford & Wrekin Council

⇨ Our Data Protection Lead is Mr Rob Slack, c/o Haberdashers' Abraham Darby

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in the application form, CV or cover letter or as part of the application process
- Safer recruitment check information recorded on our Single Central Record, such as identity, qualification, DBS, barred list and prohibition checks
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications systems, including internet filtering and monitoring records

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, occupational health referrals and sickness records

We also collect information about criminal convictions and offences, including DBS certificate details and any self-declarations you make, as required by safer recruitment guidance.

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils, including maintaining our Single Central Record
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Keep our IT systems and pupils safe, including the filtering and monitoring required by Keeping Children Safe in Education
- Meet our legal obligations, such as health and safety, equality, tax and pension requirements
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you (Article 6(1)(b) of the UK GDPR)
- Comply with a legal obligation (Article 6(1)(c))
- Carry out a task in the public interest (Article 6(1)(e))

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way (Article 6(1)(a))
- We need to protect your vital interests, or someone else's interests (Article 6(1)(d))

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

We only process special category data where we also meet a condition in Article 9 of the UK GDPR, supported by Schedule 1 of the Data Protection Act 2018, most commonly where:

- We need to carry out our obligations under employment, social security or social protection law (Article 9(2)(b))
- It is necessary for reasons of substantial public interest, such as equality of opportunity monitoring and safeguarding (Article 9(2)(g))
- It is needed to assess your working capacity, including occupational health (Article 9(2)(h))
- It is needed to establish, exercise or defend legal claims (Article 9(2)(f))

- You have given explicit consent (Article 9(2)(a))

We process information about criminal convictions and offences to meet our safeguarding obligations, including those in Keeping Children Safe in Education, as permitted by Schedule 1 of the Data Protection Act 2018. We process special category and criminal offence data in line with our Appropriate Policy Document.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

We also receive information about you from third parties, such as referees, previous employers, the Disclosure and Barring Service, the Teaching Regulation Agency and occupational health providers.

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Records Retention Policy, which follows the Information and Records Management Society's toolkit for schools.

We have security measures in place to prevent personal information from being accidentally lost, used or accessed without authorisation, altered or disclosed, and procedures to deal with any suspected data breach.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority, Telford & Wrekin Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- HM Revenue & Customs
- Pension providers, such as Teachers' Pensions and the Local Government Pension Scheme
- The Disclosure and Barring Service and the Teaching Regulation Agency
- Occupational health providers
- Your family or representatives
- Educators and examining bodies
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations
- Central and local government
- Our auditors

- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts and tribunals
- Professional bodies
- Employment and recruitment agencies

How the government uses your data

We are required to share information about our workforce with the Department for Education (DfE) through the school workforce census, under the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

The DfE uses this data to inform the development of education policy and the funding of schools, and to support the work of the School Teachers' Review Body. It may share workforce information with third parties who promote the education or wellbeing of children or the effective deployment of school staff, under strict terms and conditions.

For more information, see https://www.gov.uk/education/school-workforce-censuses and the DfE's webpage on how it collects and shares research data: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data. You can contact the DfE at https://www.gov.uk/contact-dfe

Transferring data internationally

Some of our service providers may store data outside the UK. Where this happens, we make sure appropriate safeguards are in place, as required by UK data protection law.

Your rights

How to access personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

We will normally respond within one month. This can be extended by up to two further months for complex requests, and we will tell you if this applies.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Lead at the school or the Data Protection Officer at Telford & Wrekin Council.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person). We do not make decisions about you based solely on automated processing
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Withdraw consent at any time, where we are relying on consent
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us first. You can do this by contacting our Data Protection Officer or Data Protection Lead (see details below). We will acknowledge your complaint within 30 days and tell you the outcome without undue delay.

If you are not satisfied with our response, you can complain to the Information Commissioner's Office:

Report a concern online at https://ico.org.uk/make-a-complaint/
Call 0303 123 1113
Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Data Protection Lead
Mr R Slack
Haberdashers' Abraham Darby
Ironbridge Road, Madeley, Telford TF7 5HX
Tel: 01952 386000
Email: rob.slack@taw.org.uk

Data Protection Officer
Mr Rob Montgomery – Governance & Audit Mgr
Telford & Wrekin Council
Darby House, Telford TF3 4JA
Tel: 01952 383103
Email: ig@telford.gov.uk

This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this school.