

PRIVACY NOTICE SCHOOL WORKFORCE

Brockmoor Primary School • Brierley Hill Primary School



POLICY OWNER	Senior Leadership Team
APPROVED BY	Governing Body
APPROVAL DATE	September 2026
REVIEW DATE	September 2027 or earlier if guidance changes
REVIEW CYCLE	Annual

Aspiration and opportunity for every child

Who we are

Black Country Federation comprises Brockmoor Primary School and Brierley Hill Primary School. The relevant school is the data controller for personal information it processes about you. The schools work within a shared federation governance and leadership structure.

Our Data Protection Officer

YourIG Data Protection Officer Service, Dudley MBC, The Council House, Dudley, West Midlands, DY1 1HF. Email: YourIGDPOService@dudley.gov.uk. Telephone: 01384 815607.

Why this notice matters

This notice explains how the schools use personal information about members of the workforce.

Information we may collect and use

- identity and contact information
- employment, role, contractual, pay, pension and benefits information
- qualifications, professional status and training
- attendance, absence, leave and working-pattern information
- performance, appraisal and professional-development information
- disciplinary, grievance and conduct information where applicable
- equality and diversity information
- health, disability and occupational-health information
- safer-recruitment and criminal-record information where lawful
- emergency contacts and next-of-kin information
- IT, system-access and information-security records

Why we use your information

- manage the employment relationship and workforce deployment
- pay staff and administer pensions and benefits
- meet safeguarding and safer-recruitment duties
- manage attendance, leave, performance, conduct and professional development
- support health, safety, wellbeing and reasonable adjustments
- meet statutory workforce data-collection and reporting duties
- maintain secure systems and investigate information-security incidents
- plan staffing, finance and organisational development

Our lawful basis

We rely on contract, legal obligation and public task under Article 6 UK GDPR as appropriate. Special category data is processed under relevant Article 9 conditions, including employment/social protection law, substantial public interest and occupational health where applicable. Criminal offence data is processed only where authorised by law.

Where information comes from

- you
- recruitment and employment records
- Dudley MBC and authorised HR/payroll services
- previous employers and referees
- Disclosure and Barring Service and other statutory checking services
- occupational health and pension providers where applicable

Who we may share information with

- Dudley Metropolitan Borough Council
- Department for Education
- HR, payroll and pension providers
- HMRC and other statutory bodies where required
- Disclosure and Barring Service
- occupational health and relevant health professionals
- auditors, professional advisers and insurers where appropriate
- Ofsted and other regulators where legally appropriate
- approved IT and administrative service providers

We only share personal information where there is a lawful basis and it is necessary and proportionate. Where organisations process information on our behalf, we use appropriate contractual and security arrangements.

How long we keep information

Workforce records are retained in accordance with legal requirements, employment needs and the school's retention schedule. Records are securely destroyed or deleted when the applicable retention period ends.

Keeping information secure

We use appropriate technical and organisational measures to protect personal information. Access is limited to people who need the information for their role. Staff are expected to follow the Federation's data protection, safeguarding and information-security requirements.

Your rights

Depending on the circumstances, data protection law gives you rights relating to access, correction, erasure, restriction, objection, data portability and automated decision-making. Some rights do not apply in every situation. Requests can be made through the school office or directly to the DPO.

Concerns or complaints

Please contact the relevant school in the first instance if you have a question or concern. You may also contact the DPO. You have the right to complain to the Information Commissioner's Office.

[Information Commissioner's Office](#)

Review of this notice

This notice will be reviewed at least annually and whenever there is a significant change to how personal information is used. Where a significant change affects you, we will take reasonable steps to bring it to your attention.