

Staff Privacy Notice 2025/26

As your employer we are required to keep a certain amount of data about you. This comprises personal data, as it would allow someone to identify you from that information.

The lawful basis for processing the majority of the personal data we hold is that it is necessary for us to fulfil a contract we have with you. Other data is processed according to our legitimate interests.

In some circumstances, we may ask for information about you that is not related to the performance of a contract. In these instances, we will be asking your consent to process this data. You are entitled to refuse that consent, or to withdraw it after you have given it.

While you are employed by the school

Information about you	Retained?	Length Retained
Name and any former names	Yes	Throughout employment
Address details	Yes	Throughout employment
Contact details	Yes	Throughout employment
Right to work	No	Viewed at shortlisting only; destroyed
Bank details	Yes	Throughout employment
Next of Kin details	Yes	Kept on file for emergencies only
DBS certificate number and date issued. The original DBS certificate is given to the employee	Yes	Throughout employment and renewed every three years

Information about your position within the school	Retained?	Length Retained
Application details	Yes	6 months for unsuccessful applicants.

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Lesson plans	Yes	3 years, or whilst relevant to role in school
Organograms	Yes	3 years
Union membership (if this is part of your role within the School)	Yes	Whilst relevant to role in school
Driving licence details and MOT certificate, if you drive on school business, and are covered by the school's business use insurance, or drive school vehicles	No	Reviewed annually

Information about your performance	Retained?	Length Retained
Appraisals	Yes	Throughout employment and whilst relevant to the role in school
Improvement Plans	Yes	For period of improvement plan plus 6 months
Details and notes of meetings, including training certificates / CPD records	Yes	Throughout employment and whilst relevant to the role in school
Grievances	Yes	3 years
Management / Professional Advice	Yes	6 months or until any period of review / support has completed, whichever is longer
Written warnings	Yes	For time specified

Information about protected characteristics

You are not obliged to tell us anything about protected characteristics. If you choose to do so, it is on the basis of consent. This includes:

- Racial or ethnic origins
- Sexual orientation
- Religious or philosophical views
- Political affiliation
- Trades Union membership (unless this is part of your role within the School)
- Medical information

All such information will be removed from your files if you withdraw consent. It will also be removed when you leave employment with the school, unless the reason for your leaving is relevant to one of those characteristics – for example, if you have alleged discrimination against the school based on one or more of the protected characteristics.

When you leave our employment

Information about you	Retained?	Length Retained
Name and any former names	Yes	2 years
Address details	Yes	2 years
Contact details	Yes	2 years

Information about your position within the school	Retained?	Length Retained
Lesson plans	Yes	2 years, or until next Ofsted inspection, if that is more than 2 years
Organograms	Yes	2 years

IT Data and Email Account	Retained?	Length Retained
Any documents stored under your user name	Yes	Up to 12 months, or longer depending on the specific document/s

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All email accounts under your email school address/es that store emails that have been sent and/or received	Yes	Up to 12 months
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Information about your performance	Retained?	Length Retained
Appraisals	Yes	2 years
Improvement Plans	Yes	6 months, or until the end of any active proceedings based on an Improvement Plan
Details and notes of meetings, including Return to Work meetings and sickness/absence reporting	Yes	2 years
Training certificates / CPD records	Yes	2 years, or until next Ofsted inspection, if that is more than 2 years
Grievances	Yes	2 years, or until the end of any active proceedings based on a Grievance
Management / Professional Advice	Yes	6 months, or until the end of any active proceedings based on this Advice
Written warnings	Yes	For time specified, or until the end of any active proceedings based on this Warning

Our References Policy

In accordance with Data Protection rules, we will remove information from your file at specified intervals. This may mean that shortly after you leave employment, we will not be keeping any information about your professional tenure at our school.

The maximum time we will be able to give a narrative Reference for you is two years. After this time we will only be able to confirm the dates of employment at the school.



In some circumstances, it may be appropriate for us to agree with you on a form of words for a Reference. We are not obliged to do this. If we do, it will be subject to the same maximum time for the giving of a Reference.