



Cloughwood Academy – Staff Privacy Notice

1. Who we are

Cloughwood Academy, Stones Manor Lane, Hartford, CW8 1NU, is responsible for how your personal data is used. Our Data Protection Officer (DPO) is Rebecca Whyles (contact details below).

2. What information we collect

We collect and use information about you to manage your employment, such as:

- Contact details, date of birth, marital status
- Salary, benefits, payroll, pension, tax and bank details
- Qualifications, employment history, training records
- Performance, disciplinary or grievance records
- Health and absence records
- Photos, CCTV footage, and IT system usage

3. We may also collect sensitive information such as:

- Race, ethnicity, religion, sexual orientation, political opinions
- Trade union membership
- Health information

4. Why we use your information

We use your personal data to:

- Pay you and manage benefits
- Safely recruit and protect pupils
- Manage performance and professional development
- Plan and improve our workforce
- Meet legal and regulatory obligations

5. Legal basis for using your information

We use your personal data because:

- It is necessary for your employment contract
- We have a legal obligation (e.g., payroll, safeguarding)
- It is in the public interest (e.g., education management)
- Sometimes, you may give consent (which you can withdraw at any time)



6. Who we share your information with

We may share your data with:

- Local authorities and the Department for Education
- Ofsted and other regulators
- Payroll and IT service providers
- Health, social care, or emergency services
- Trade unions, professional bodies, police, courts

We will never share your data without a legal reason or your consent.

7. How we collect information

Most information we need is required by law. Some is optional, and we will always tell you which is which

8. How Long we keep your information

Your employment records are kept securely while you work with us and after you leave, in line with the Retention Policy.

9. Your Rights

You have the right to:

- Access your data (subject access request)
- Correct inaccurate data
- Restrict or object to processing
- Withdraw consent
- Complain to the ICO if you think we are not handling your data properly

10. Questions or concerns

Contact our DPO: Rebecca Whyles – sbm@cloughwood.com

More info from the ICO: <https://ico.org.uk/concerns/>