



Wood Ley Community Primary School Privacy Notice – School Workforce

Purpose

This notice explains how the school processes information about employees, volunteers and governors.

Information we collect

- Contact details
- Payroll
- Contracts
- Qualifications
- Training
- Absence
- Occupational health where applicable

Why we use the information

- Employment administration
- Payroll
- Safeguarding
- Performance management
- Legal obligations

Lawful basis

We process data under Article 6 and, where applicable, Article 9 UK GDPR and the Data Protection Act 2018.

Who we share information with

- Suffolk County Council
- Department for Education
- Payroll and pension providers
- Occupational health providers
- Regulators where required

Retention

Records are retained in accordance with the school's Records Retention Schedule.

Data Controller

Wood Ley Community Primary School is the Data Controller.



Wood Ley Community Primary School

Data Protection Officer

The school's Data Protection Officer service is provided by Schools Choice.

Contact details: data.protection@schoolschoice.org

Schools' Choice, Beacon House, Whitehouse Road, Ipswich, Suffolk, IP1 5PB

Day-to-day enquiries may also be directed to the Headteacher or Mrs G Tierney, Senior Administration and Finance Officer (GDPR Lead).

Your rights

You have the right to request access, rectification, restriction, erasure where applicable, object to certain processing, and complain to the Information Commissioner's Office.

Version 2.0

Approved September 2026

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