

## **PRIVACY NOTICE for the school workforce employed or otherwise engaged to work at a school or the Local Authority**

### **Privacy Notice - Data Protection Act 1998**

We Burley St Matthias C E Primary School are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school about those employed or otherwise engaged to work at the school or LA. This is to assist in the smooth running of the school and/or enable individuals to be paid. This personal data includes some or all of the following: identifiers such as name and National Insurance Number; characteristics such as ethnic group; employment contract and remuneration details; post "A" level qualifications; and absence information.

The collection of this information will benefit both national and local users by:

- improving the management of school workforce data across the sector;
- enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- informing the development of recruitment and retention policies;
- allowing better financial modeling and planning;
- enabling ethnicity and disability monitoring;
- supporting the work of the School Teacher Review Board and the School Support Staff Negotiating Body.

We are required to pass on some of this data to:

- the Education Leeds
- the Department for Children, Schools and Families (DCSF).

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- <http://www.educationleeds.co.uk/DisplayText.aspx?section=17&pageno=204>  
and
- [http://www.teachernet.gov.uk/\\_doc/13857/DCSF%20what%20we%20do%20with%20workforce%20data%20v4%20final.doc](http://www.teachernet.gov.uk/_doc/13857/DCSF%20what%20we%20do%20with%20workforce%20data%20v4%20final.doc)

If you are unable to access these websites, please contact the LA or the DCSF as follows:

- Information Policy Section, Information Management Team,  
**Education Leeds,**  
10<sup>th</sup> Floor East, Merrion House,  
Leeds,  
LS2 8DT.  
Website: [www.educationleeds.co.uk](http://www.educationleeds.co.uk)  
Email: [educ.info.policy@educationleeds.co.uk](mailto:educ.info.policy@educationleeds.co.uk)  
Tel. (0113) 2477889 / 2243615
- Public Communications Unit  
**Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288.

We will not give information about you to anyone outside the school or LA without your consent unless the law and our rules allow us to.