

Ridgeway Infant School Privacy Notice

The school workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority

The Data Protection Act 1998: How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school / local authority .This is for employment purposes to assist in the running of the school / authority and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)

If you want to see a copy of information about you that we hold, please contact:

- Mrs Claire Gray

If you require more information about how we and/or DfE store and use your personal data please visit:

- our local authority - [Data Protection Act](#)
- the DfE website – [Data Protection - how we collect and share research data](#)

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

Information Governance
Derby City Council
Council House
Corporation Street
Derby
DE1 2FS
Email:
information.governance@derby.gov.uk
k
Tel: 01332 640763

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Tel: 0370 000 2288