



# Woodfield Primary School

Wigan Lane, Wigan WN1 2NT

## Fair Processing Notice – School Workforce Census

In accordance with the Education (Supply of Information about School Workforce) (England) Regulations 2007 the Department for Education (DfE) will collect information on members of the school workforce from January 2009.

Previously there has been no comprehensive, single source of data on the school workforce and therefore long-term, well informed, policy and planning for the future of the Education Service has been restricted. It was envisaged that this single collection mechanism would replace the previous separate surveys that collected workforce information and to provide data required to fully inform future planning at both national and local level. The collection of this data will also enable the Local Authority to fulfil its statutory obligations with regard to, for example, the Race Relation (Amendment) Act 2000 and the Disability Discrimination Act 1995.

This data collection has been the subject of consultation with the Workforce Agreement Monitoring Group (WAMG).

The School Workforce Census, produced annually, is now a statutory requirement for DfE. For each member of the workforce, information will be collected from the organisations that employ that person. The DfE uses information collected in the School Workforce Census for research and statistical purposes, to evaluate and develop education policy. The information will not be processed for any other reason than for test purposes and it will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results.

This notice informs those members of the workforce whose data is included in the return about how their data will be used.

The data that will be collected will include personal characteristics, data on contracts, type of service agreement and absence information. The survey also includes information on relevant professional qualifications and, for teachers and some teaching assistants in the secondary sector, data on their curriculum participation. A list of the main data item headings and the schedule for collection can be found on the Department for Education website:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/swf/a0063745/information-for-academies-and-schools>

A complete list of data items and guidance can be found at:

<http://media.education.gov.uk/assets/files/pdf/s/swf%2011%20guidance%20for%20school%20employed%20staff.pdf>. A written copy can be obtained on request from The CBDS Team, Data Services Group, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT.

The data may be disclosed to such third parties as are prescribed in the regulations. These regulations can be found on the web site:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/swf/a0063755/school-workforce-census-privacy-notice-and-legal-framework>

For example, the DfE may choose to share data with the General Teaching Council for England, to test the matching of qualifications information and for validation purposes. The Department may also choose to publish summary aggregate information where this is judged to be of sufficient quality to meet National Statistics protocols. For example, qualifications and curriculum data collected may make a valuable contribution to policy making around the supply of appropriately qualified teachers.

All data will be processed in accordance with the Data Protection Act and all individuals have the right to review the data held about them.

**Review date: Oct 2018**