

PRIVACY NOTICE

School Workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority

Data Protection Act 1998: How we use your information

We process personal data relating to those we employ to work at, or otherwise engage work at, our school. This is for employment purposes to assist in the running of the school 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 modeling and planning
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teachers' Review Body.

This personal data includes identifiers such as name 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 require more information about how we and/or DfE store and use your personal data please go to the following websites:

- www.westberks.gov.uk/dataprotection and
- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

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

- Sue Ellis
Information Management Officer
Strategic Support – West Berkshire Council
Council Offices
Market Street
Newbury
RG14 5LD

Email: sellis@westberks.gov.uk

Telephone: 01635 519747