



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

Name of Policy	Data Protection: Privacy Notice Policy for Staff	
Lead	Mr S Jefferies, Headteacher	
Governor Committee	Chair of Governors	
Policy Status	Originally Drafted	March 2017
	Governor Approved	Yes
	Date Governor Approved	March 2017
Review Frequency	2 Years	
Next Review	September 2019	

School Workforce

Privacy Notices:

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

Privacy Notice - Data Protection Act 1998

We **Henley in Arden School** are the Data Controller for the purposes of the Data Protection Act.

We process personal data relating to those we employ to work at, or otherwise engage to 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 modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

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

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

- the Local Authority (LA)
- the Department for Education (DfE)

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

<http://www.warwickshire.gov.uk/schoolprivacynotices>

and

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

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

- Business and Commissioning Intelligence Service
Strategic Commissioning
People Group
Saltisford Office Park
Ansell Way, Warwick, CV34 4UL

Website: <http://www.warwickshire.gov.uk/schoolprivacynotices>

Email: businessintelligence@warwickshire.gov.uk

- 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

Telephone: 0370 000 2288