



SLIMBRIDGE
primary school

Privacy Notice - for staff at Slimbridge Primary School

Slimbridge Primary School is the Data Controller for the purposes of the Data Protection Act (2018).

Personal data is held by the school about those employed or otherwise engaged to work at the school. This is to assist in the smooth running of the school and enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data
- 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 Body

This personal data includes:

- Personal identifiers (such as name, national insurance number, employee and/or teacher number)
- Characteristics (such as ethnicity, gender, age)
- Contract information (such as remuneration details, post, DBS, medical details)
- Absence information (such as number of absences, reasons for absence)
- Qualifications (such as subjects and levels)

We collect and use this information under section 6(1)(e) *'Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'*. We are required by law to pass on some of this data to:

- the Local Authority
- the Department for Education

under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

In addition some of the data we hold is termed special category and requires more protection so we also come under 9(2)(d) *'processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects.'*

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

Most of the information you provide to us is required, but some of it is provided on a voluntary basis. In order to comply with the DPA(2018), we will tell you if you are required to provide certain information to us or if you have a choice in this.

We hold school workforce data for six years after you leave employment at the school.

If you want to see a copy of the information about you that we hold and/or share, please contact Lisa Hillman, Headteacher.

If you want to discuss anything in this privacy notice in greater detail please contact: Pete Nolan, Data Processing Officer.

If you require more information about how the Local Authority and/or Department for Education store and use this data please go to either of the following websites:

<http://www.gloucestershire.gov.uk/council-and-democracy/data-protection/privacy-notice/>

OR

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

If you are unable to access these websites we can send you a copy of this information. Please contact the Local Authority or Department for Education as follows:

ICT Service Application Support
Gloucestershire County Council
Block 4 First Floor
Shire Hall
Westgate Street
Gloucester. GL1 2TP

Ministerial and Public
Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

Website: www.gloucestershire.gov.uk
Email: cypdsupport@gloucestershire.gov.uk

Website: www.education.gov.uk
Telephone: 0370 000 2288