

PRIVACY NOTICE

School Workforce: those employed or otherwise engaged to work at a school

Privacy Notice - Data Protection Act 1998

We Newlands Girls' School are the Data Controller for the purposes of the Data Protection Act.

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/or 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 across the sector;
- 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; and
- Supporting the work of the School Teacher Review Body and the School Support Staff Negotiating Body.

This personal data includes 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 or Local Authority (LA) 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:

- Royal Borough of Windsor & Maidenhead
- 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.rbwm.gov.uk>
- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data>

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

Data Protection Officer Royal Borough of Windsor & Maidenhead Town Hall St Ives Road Maidenhead SL6 1RF Tel: 01628 796945 Email: martin.tubbs@rbwm.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.
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The Data Protection Act 1998 imposes obligations on those responsible for processing personal data and gives individual rights to access their personal information.

The data may be shared with the following third parties, as prescribed in regulations so they can manage their own specific area of interest. The data may also be used to undertake analysis that helps understand how they can make a better impact on children's education through school workforce.

- Local Government Association, www.lga.gov.uk
- HM Chief Inspector of Education, Children's Services and Skills, www.ofsted.co.uk
- Young Peoples Learning Agency, www.ypla.gov.uk
- Audit Commission for Local Authorities <http://www.audit-commission.gov.uk>
- National Health Service in England and Wales. <http://www.nhs.uk>
- National College for School Leadership, <http://www.ncsl.org.uk/>
- Office of Manpower Economics, www.ome.uk.com
- Training and Development Agency for Schools, www.tda.gov.uk
- General Teaching Council for England, www.gtce.org.uk
- Teachers Pension Scheme, www.teacherspensions.co.uk

The DfE may also disclose individual information to independent researchers who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of DfE's Chief Statistician.

Information collected may be matched with other data sources that DfE holds to provide comprehensive information back to LAs and learning institutions to support their day to day business. DfE may also use contact details from these sources to obtain samples for statistical surveys; these surveys may be carried out by research agencies working under contract to DfE and participation in such surveys is usually voluntary. DfE may also match data from these sources to data obtained from statistical surveys.

Staff employed or otherwise engaged to work at schools or Local Authorities, as data subjects, have rights under the Data Protection Act 1988, including a general right of access to personal data held on them. To obtain a copy of about the personal data held contact your employer or the relevant organisation.