

**Carolyn Godfrey**  
Director, Department for Children & Education

Website: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

To all Headteachers,

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Please ask for: Thomas Cash

Our ref: HR / TC

Your ref: SWFC

Dear Colleague

**2010 School Workforce Census (and 2009 pilot)**  
**“Fair Processing” Requirements under the Data Protection Act 1998**

The DfES, Local Authorities, schools and other educational bodies collect, hold and use a great deal of information about individuals, particularly pupils at maintained schools and adults connected with the education system. Data about living individuals is known as personal data. The law puts in place numerous safeguards for the use of data about individuals and more stringent legal rules apply to the use of personal data than is the case with aggregate data that are not connected to any specific individual.

Under the Data Protection Act, a Fair Processing Notice needs to be issued to all members of the school workforce whose data will be collected for the purposes of the School Workforce Census. We are therefore writing to ask you to issue a Fair Processing Notice to all the teachers and support staff your school employs under contract. The Fair Processing Notice informs staff of the purposes for which their personal data may be held and used by the school, local authority, the DCSF and other organisations.

Enclosed with this letter is a copy of the Fair Processing Notice and a suggested covering letter for members of the school workforce who will be included in the Census. Ideally the Fair Processing Notice should be distributed to staff as soon as possible. For your information, the DCSF has informed the teacher associations and support staff unions at a national level that we are writing to you in connection with the distribution of the Fair Processing Notices.

Further information about the School Workforce Census can be found at:  
<http://www.teachernet.gov.uk/management/ims/datacollections/swfcpilot/>

Yours sincerely

Richard Parker  
Assistant Director, Resources, Improvement and Young People  
Department for Children and Education  
Wiltshire Council