

PRIVACY NOTICE for the school workforce employed or otherwise engaged to work at a school or the Local Authority

Privacy Notice - Data Protection Act 1998

Personal data is held by the school about those employed or otherwise engaged to work at the school or Local Authority. 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 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 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:

- the LA
- the Department for Education (DfE)

The Department for Education (DFE) uses information collected in the School Workforce Census for research and statistical purposes, to evaluate and develop education policy. The data may be shared with the following third parties, as prescribed in the regulations

(http://www.opsi.gov.uk/si/si2007/uksi_20072260_en_1):

- Local Government Association, www.lga.gov.uk
- HM Chief Inspector of Education, Children's Services and Skills, www.ofsted.co.uk
- Young People's Learning Agency, <http://www.ypla.gov.uk/>
- Qualifications and Curriculum Authority, www.qca.org.uk
- Learning and Skills Council for England, www.lsc.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 Leadership of Schools and Children's Service, <http://www.nationalcollege.org.uk/>
- Office of Manpower Economics, www.ome.uk.com
- Teachers' Pension Scheme, <http://www.teacherspensions.co.uk/>
- Training and Development Agency for Schools, www.tda.gov.uk
- General Teaching Council for England, www.gtce.org.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 the Department's Chief Statistician.

Information collected may be matched with other data sources that the Department holds to provide comprehensive information back to LAs and learning institutions to support their day to day business. The Department 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 the Department and participation in such surveys is usually voluntary. The Department 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 certain rights under the Data Protection Act, including a general right of access to personal data held on them. If you wish to have further information about the personal data held then in the first instance contact your employer or the relevant organisation.

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

- Michael Taylor
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East Wing
Bythesea Road
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Email: Michael.Taylor@wiltshire.gov.uk
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- Public Communications Unit
Department for Education
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Website: www.education.gov.uk
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