

## PRIVACY NOTICE

***School Workforce: those employed to teach or otherwise engaged to work at a school, academy or the Local Authority***

### Privacy Notice - Data Protection Act 1998: How we use your information

We [**Name of the school/academy/Local Authority as appropriate**] 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 / local authority [**delete as appropriate**]. This is for employment purposes to assist in the running of the school / authority [**delete as appropriate**] 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 school workforce data across the sector;
- Enabling 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 Teacher Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

**We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:**

- the LA [**for school use only**]
- 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.barnsley.gov.uk/privacy-notice> and
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please see contact details below:

- [**Insert your relevant school contact's name and contact details here**]  
<https://www.barnsley.gov.uk/services/information-and-privacy/request-to-see-your-personal-information/>

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

- Customer Feedback and Improvement Team  
Barnsley Council  
P O Box 634  
Barnsley  
S70 9GG  
Tel 01226 770770  
email: [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk)
- Ministerial and Public Communications Division  
Department for Education  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
Website: <https://www.gov.uk/government/organisations/department-for-education>  
Telephone: 0370 000 2288  
Contact form: <https://www.gov.uk/contact-dfe>