

Privacy Notice:

The school workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority

The Data Protection Act 1998: How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school 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 workforce data across the sector
- enabling development of 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 Teachers' 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:

- our local authority
- the Department for Education (DfE)

If you require more information about how we and/or DfE store and use your personal data please visit:

- www.hallgreen.bham.sch.uk
- <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 contact:

- Mr R Slattery or Mrs P Elliott

Staff can only be given access to data that does not compromise the corresponding rights of a third party. Staff are not allowed to see personal references without obtaining explicit permission from the individual or organisation that provided it. Interview notes can be accessed if contributing parties are anonymised. If there is any safeguarding-related information in a record, Hall Green School must act according to the KCSE guidance (section 4).

Please be aware that the General Data Protection Regulation (GDPR) will be effective as of 25 May 2018, and the key themes of the GDPR will be linked to the existing UK Data Protection Act 1998 (DPA). Once in effect, the GDPR will supersede the DPA, and an individual's rights will subsequently shift accordingly. For more information, please visit <http://www.eugdpr.org/>