

## PRIVACY NOTICE 2014-2015

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

### Privacy Notice - Data Protection Act 1998

We, Bledington Primary 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 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

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 without your consent unless the law and our policies allow us to.

We are required by law to pass on some of this data to:

- the LA
- 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.gloucestershire.gov.uk/council-and-democracy/data-protection/privacy-notices/>  
and
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- ICT Service Application Support  
Gloucestershire County Council  
Block 4 First Floor  
Shire Hall  
Westgate Street  
Gloucester. GL1 2TP

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

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Email: [cypdsystemsupport@gloucestershire.gov.uk](mailto:cypdsystemsupport@gloucestershire.gov.uk)

- Ministerial and Public Communications Division  
Department for Education  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD
- Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288