

PRIVACY NOTICE

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

Privacy Notice - Data Protection Act 1998

We Sir Tom Finney Community High School (Lancashire Education Authority) are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school / LA about those employed or otherwise engaged to work at the school or LA. 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 LA without your consent unless the law and our rules allow us to.

We are required 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 see related documents:

- **What the LA does with Pupil and School Workforce data**
- **What the DfE does with School Workforce data**

If you need any further clarification, please contact the LA or the DfE as follows:

- Stephen Clark – Information Unit Manager – 01772-531317
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Telephone: 0370 000 2288.