

School Workforce: Privacy Notice

Roundhay School - All-through education from 4 to 18

Privacy Notice - Data Protection Act 1998

What is a Privacy Notice?

The purpose of a Privacy Notice is to explain a staff member's personal information may be used. It details why we collect information and who we may share it with.

We, Roundhay School, are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school and Local Authority 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 Teachers' 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 outside the school or Local Authority (LA) without your consent unless the law and our rules allow us to.

If you want to receive a copy of the information about you that we hold or share, please contact **the school office**.

If you suspect that your information is out of date or incorrect you have a right to request that the data is amended. To do so please contact **the school office**.

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.leeds.gov.uk/residents/Pages/Schools-and-learning.aspx>¹ and
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

- Information Policy Access officer – Leeds City Council.
- Public Communications Unit
Department for Education

¹ Local authority to provide link to their website with information on uses they make of data and any other organisations they share data with.

Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: info@education.gsi.gov.uk

Telephone: 0370 000 2288.