

Oakham C of E Primary School and The Parks

Privacy Notice Staff & Governors

Date	October 2019
Approved by Executive Headteacher	Stephen Cox
Approved by Chair of Governors	Stewart Needham
Review Date	October 2021

Privacy Notices:

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

How we use your information (data protection)

We process personal data relating to those we employ to work at, or otherwise engage to work at our school. Some of these processes have been outsourced to suppliers (eg. ParentPay, Parent Mail and EPM). This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The processing of this data is within the public interest. 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.

Collecting This Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this. We do not need consent for data collected for use within the normal business of the school.

Storing this Information

We hold school workforce data for 7 years

Who we share this information with

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, Rutland County Council
- the Department for Education (DfE).

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

- [Schools, education and learning | Rutland County Council](#)
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Requesting access to your personal data

If you want to see a copy of information about you that we hold, please contact The School Business Manager

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>