

Privacy Notice: Workforce

PRIVACY NOTICE for School Workforce

Privacy Notice - Data Protection Act 1998

Lonsdale School is the Data Controller for the purposes of the Data Protection Act.

Personal data is held by Lonsdale School about those employed or otherwise engaged to work at school. 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
- Informing the development of recruitment and retention policies
- Allow better financial modeling and planning
- Enable ethnicity and disability monitoring
- Support 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.

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:

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- <https://www.hertfordshire.gov.uk/services/Schools-and-education/Schools-and-education.aspx>

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

Data Protection Team
Information Governance Unit
Room C1
County Hall
Pegs Lane
Hertford
SG13 8DQ
email: data.protection@hertfordshire.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Email: info@education.gsi.gov.uk
Telephone: 0370 000 2288.
Website:
<https://www.gov.uk/government/organisations/department-for-education>