

**SPRINGWOOD PRIMARY SCHOOL**

**PRIVACY NOTICE FOR STAFF**

**Head Teacher: Mrs. Jacqui Wennington**

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| Head Teacher: | Jacqui Wennington |
| Date written: | January 2018 |
| Reviewed by: | Val Williams |
| Review date: | January 2024 |
| Next review: | February 2025 |
| Published on the website: | 19th February 2024 |



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

**The Data Protection Act 1998: How we use your information**

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. 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.

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
* the Department for Education (DfE)
* LINK Education Trust

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

* <https://www.salford.gov.uk/your-council/council-and-decision-making/data-protection-act-1998/>
* <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact:

* Corporate Information Officer on 0161 793 2407 [infogovernance@salford.gov.uk](mailto:infogovernance@salford.gov.uk)
* Information Management on 0161 778 0149 [information.unit@salford.gov.uk](mailto:information.unit@salford.gov.uk)
* Public Communications Unit  
  Department for Education  
  Sanctuary Buildings  
  Great Smith Street  
  London  
  SW1P 3BT

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

Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk%20)

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