

## **Privacy Notice**

### **(Staff)**

We, Westborough High School, are the Data Controller for the purposes of the GDPR.

Personal data is held by the School about those employed or otherwise engaged to work at the 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;
- Enabling a comprehensive picture of the workforce and how it is deployed;
- Informing the development of recruitment and retention policies;
- 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.

### **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.

### **Who we share this information with**

We routinely share this information with - The Local Authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to School funding / expenditure and the assessment educational attainment.

We share personal data with Human Resource and Payroll purposes.

### **Data collection requirements**

The DfE collects and processes personal data relating to those employed by the School and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Student Referral Units and Alternative Provision).

All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005. The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use.

Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment.

To be granted access to School workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information or for further information on Data Protection and the school's GDPR compliance please contact the School Data Protection Officer: [uali@w-h-s.org.uk](mailto:uali@w-h-s.org.uk)