

Privacy Notice – Pottery Primary School

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 / local authority. This is for employment purposes to assist in the running of the school / authority 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, Derbyshire County Council
- the Department for Education (DfE)

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

- Mrs J Garnett (Office Manager)
Telephone 01773 823383 or email jgarnett@pottery.derbyshire.sch.uk

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

- our website www.derbyshire.gov.uk/privacynotices
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Our data Protection Officer is:

Data Protection Officer Name:	GDPR for Schools, Derbyshire County Council
DPO Email:	gdprforschools@derbyshire.gov.uk
DPO Phone:	01629 532888
DPO Address:	Room 396, North Block, County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

If you are unable to access these websites, please contact the LA at:

Information Governance Officer
Children's Services Department, Derbyshire County Council
Room 361
County Hall
Matlock
Derbyshire
DE4 3AG
Email: caya.foi@derbyshire.gov.uk
Telephone: 01629 532011