

**PRIVACY NOTICE for the school workforce employed or otherwise engaged to work at a school in Surrey
Privacy Notice - Data Protection Act 1998**

We **Holy Trinity Pewley Down School, A Federation of Holy Trinity Church of England Junior School and Pewley Down Infant School, Guildford** are the Data Controller for the purposes of the Data Protection Act.

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 data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modeling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the School Support Staff Negotiating 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:

www.surreycc.gov.uk/your-council/accessing-information-that-we-hold/data-protection

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data>

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

Corporate Information Governance Manager
Surrey County Council
Legal & Democratic Services
County Hall – Room 129
Penrhyn Road
Kingston upon Thames
Surrey KT1 2DN

www.surreycc.gov.uk

Email: corpig@surreycc.gov.uk
Tel: 03456 009 009

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

www.education.gov.uk

Email: info@education.gsi.gov.uk
Telephone: 0370 000 2288