



## Privacy Notice to Staff

### Privacy Notice

**The School Workforce: those employed to teach, or otherwise engage to work at St. Stephen's CE Primary School**

### **The Data Protection Act 2018: 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. To ensure that staff members are paid we will share personal data with the payroll provider. The data we share will include:

- Name
- Address
- Date of Birth
- Salary Point
- Allowances

The legal basis for sharing this personal data is that we have a contractual obligation.

We are required, by law, to pass on some of this personal data to:

- Our Local Authority, the London Borough of Hammersmith & Fulham
- The Department for Education

If you require more information about how we and/or DfE store and use your personal data please visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

or contact Luke Faith

Email: [dpo@ststephensce.lbhf.sch.uk](mailto:dpo@ststephensce.lbhf.sch.uk)