

## **PRIVACY NOTICE for the school workforce employed or otherwise engaged to work at a school or the Local Authority**

---

### **Privacy Notice - Data Protection Act 1998**

We, The Cherry Tree Trust and Manchester City Council are **separate** Data Controllers for the purposes of the Data Protection Act.

We each process your personal information for employment purposes and to meet other legal obligations, such as PAYE and health and safety.

In accordance with our data protection responsibilities, your personal information is held securely and protected from unauthorised access. It is only disclosed to third parties where it is necessary for employment purposes, to protect public funds, including the prevention and detection of fraud and to comply with legal requirements.

Under the Education (Supply of Information about School Workforce) (England) Regulations 2007 we are required to provide some employee information to the Department for Children, Schools and Families (DCSF) for the national school workforce census.

This information includes the following: identifiers such as your name and National Insurance Number; employment contract and remuneration details; post "A" level qualifications; absence information and, where you have provided this, characteristics such as ethnic group.

The information provided to DCSF 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;
- supporting the work of the School Teacher Review Board and the School Support Staff Negotiating Body.

Further information is provided by the DCSF about the national school workforce census and uses of this data, at the following web site address:

- <http://www.teachernet.gov.uk/doc/13857/DCSF%20what%20we%20do%20with%20workforce%20data%20v4%20final.doc>

If you are unable to access the above website, the DCSF may be contacted at:

- Public Communications Unit  
**Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288.

## **PRIVACY NOTICE for the school workforce employed or otherwise engaged to work at a school or the Local Authority**

---

If you want to know more about the information the City Council or the school hold about you, or the way we use it, please contact the Newall Green Primary School, or the City Council's Data Protection Officer for Children's Services.

- Data Protection Officer  
Children's Services.  
Overseas House  
Quay Street  
Manchester  
M3 3BB  
Telephone: 0161 234 7727  
Website: <http://www.manchester.gov.uk/childrensserviceprivacynotices>

Further information about your rights under the Act, including the right of subject access may be obtained from the UK's Independent Regulator for data protection. The information Commissioner's web site address is: [www.ico.gov.uk](http://www.ico.gov.uk)

### **Privacy Notices:**

#### **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 Manchester County Council
- the Department for Education (DfE)

## **PRIVACY NOTICE for the school workforce employed or otherwise engaged to work at a school or the Local Authority**

---

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

- [http://www.manchester.gov.uk/info/200031/data\\_protection\\_and\\_freedom\\_of\\_information/268/data\\_protection](http://www.manchester.gov.uk/info/200031/data_protection_and_freedom_of_information/268/data_protection)
- <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:

- [http://www.manchester.gov.uk/info/200031/data\\_protection\\_and\\_freedom\\_of\\_information/268/data\\_protection/2](http://www.manchester.gov.uk/info/200031/data_protection_and_freedom_of_information/268/data_protection/2)