



<b>Category</b>	Security		
<b>Document Name</b>	Privacy Notice for Staff		
<b>Accountable Body</b>	Grafham Grange School Governing Body		
<b>Reference</b>	SY.P1.03	<b>Date Ratified</b>	7 <sup>th</sup> October 2015
<b>Version</b>	1.0	<b>Last Update</b>	26 <sup>th</sup> June 2014

### Related Policies

Document	Reference
Data Security, Protection & Retention Policy	SY.P1

### Reference Material

Guidance
Data Protection Act 1998
Information Commissioner's Office (ICO)
DfE Data Protection & Privacy

### Related Documents

Document	Reference
Data Retention Protocol	SY.P1.01

### Introduction

Grafham Grange School complies with the Trust's Data Security, Protection & Retention Policy. This document provides the Privacy notice to be provided to all staff on induction.

### Privacy Notice - Data Protection Act 1998

Grafham Grange School is 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 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 without your consent unless the law and the Trust's policies 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 contact the School Office for LA contact information or follow this link for DfE information:

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

Alternatively, you can contact the Department for Education:

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

Website: [www.education.gov.uk](http://www.education.gov.uk)

Email: [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)

Telephone: 0370 000 2288