



GDPR Compliance document

Privacy Notice for our workforce: those employed to teach, or otherwise engaged to work at our school

General Data Protection Regulation (GDPR) 2018: How we use your information

Ashgate Primary School 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
- the Department for Education (DfE)

You have the right to have data erased or rectified on request and where appropriate. If you require more information about how we and/or DfE store and use your personal data please visit:

- our local authority - the [Data Protection Act](#), or
- the DfE website at Data Protection - [how we collect and share research data](#)

If you want to see a copy of information about you that we hold, or wish to have data erased or rectified, please contact:

- The School Office.

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

Information Governance

Derby City Council

Council House

Corporation Street

Derby DE1 2FS

Email: Information.Governance@derby.gov.uk

Tel: 01332 640763

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London SW1P 3BT

Email: info@education.gsi.gov.uk

Tel: 0370 000 2288

Should you have a concern of how Ashgate Primary School has handled your information, then please contact the school directly or the Information Commissioner's Office on telephone number 0303 123 1113