

## School Workforce Privacy Notice

### Privacy Notice for the school workforce employed or otherwise engaged to work in a Transform Trust school

#### Privacy Notice - Data Protection Act 1998

Transform Trust are the Data Controller for the purposes of the Data Protection Act.

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. 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.

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 Board and the School Support Staff Negotiating Body

***We will not give information about you to anyone outside the school 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 Department for Education (DfE)

If you require more information about how the DfE store and use this data please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access this website, please contact Transform Trust or DfE as follows:

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| <ul style="list-style-type: none"><li>• Transform Trust<br/>Unit 11, Castlebridge Office Village<br/>Kirtley Drive<br/>Nottingham<br/>NG7 1LD<br/>Website: <a href="http://www.dataprotection@transformtrust.co.uk">www</a><br/>Email: <a href="mailto:dataprotection@transformtrust.co.uk">dataprotection@transformtrust.co.uk</a><br/>Tel: 0115 9825090</li></ul> | <ul style="list-style-type: none"><li>• Public Communications Unit<br/>Department for Education<br/>Sanctuary Buildings, Great Smith Street, London<br/>SW1P 3BT<br/>Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a><br/>Email: <a href="mailto:info@education.gsi.gov.uk">info@education.gsi.gov.uk</a><br/>Telephone: 0370 000 2288</li></ul> |
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