

# Oaks Park High School

**Title of Policy:** Privacy Notice

**Person responsible:** J Hamill

**Date for review:** Annually

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***School Workforce: those employed or otherwise engaged to work at a school or the Local Authority***

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

Oaks Park High School is the Data Controller for the purposes of the Data Protection Act. Personal data is held by the school/Local Authority about those employed or otherwise engaged to work at the school or Local Authority. This is to assist in the smooth running of the school and/or 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;
- 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;
- 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 or Local Authority (LA) 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 LA
- the Department for Education (DfE)

For more information on how the LA and/or DfE store and use this data, please use the following websites:

- [http://www.redbridge.gov.uk/cms/education and young people/school support information/strategies plansandpolicy.aspx](http://www.redbridge.gov.uk/cms/education%20and%20young%20people/school%20support%20information/strategies%20plansandpolicy.aspx)
- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data>

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

- Research & Data Team  
Lynton House  
255-259 High Road  
Ilford, IG1 1NN
- 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:** [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
**Telephone:** 0370 000 2288