

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

**Privacy Notice - Data Protection Act 1998**

We, Ewanrigg Junior School are 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/or enable individuals to be paid. 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; post "A" level qualifications; and absence information.

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 modelling and planning;
- enabling ethnicity and disability monitoring;

We are required to pass on some of this data to the Local Authority (LA) AND the Department for Education (DfE)

If you require more information about how the Local Authority (LA) and/or DfE store and use this data please go to the following websites:

<http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/schools/privacynotice.asp> and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Performance Unit  
Children's Services  
5 Portland Square  
Carlisle  
CA1 1PU

website: [www.cumbria.gov.uk/childrensservices](http://www.cumbria.gov.uk/childrensservices)  
email: [ros.dean@cumbria.gv.uk](mailto:ros.dean@cumbria.gv.uk)  
Tel: 01228 221271

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: <http://www.education.gov.uk/help/contactus>  
Tel: 0370 000 2288

We will not give information about you to anyone outside the school or LA without your consent unless the law and our rules allow us to.