



Nailsea School

Privacy Notice for Staff and Volunteers

May 2018

Headteacher Mrs D. Elliott

The Data Protection Act 1998 and the General Data Protection Regulation: How we use your information

Why we collect and use this information

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. 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 staff review bodies

The categories of staff information that we collect, hold and share

This personal data includes identifiers such as names and addresses, National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

The lawful basis on which we use this 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, being North Somerset Council
- the Department for Education (DfE), or authorised bodies who act on its behalf

Further Information

If you require more information about how we and/or DfE store and use your personal data please visit:

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

If you would like to see a copy of information about you that we hold, please contact Lorraine Coombs, Assistant Business Manager (HR and Finance) on lcoombs@nailseaschool.com