



Heelands School

Privacy Notice for School Staff

How we use staff information

Staff Privacy Notice: The school workforce: those employed to teach, or otherwise engaged to work at a school or a local authority.

How we use your information (data protection)

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
- 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 share your data with Strictly Education for payroll purposes and with Absence Protection for insurance purposes.

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, Milton Keynes Council.
- the Department for Education (DfE).

If you require more information about how the DfE store and use your personal data please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Storing Staff Data:

We hold staff data for varying lengths of time depending on what the information is and in accordance with statutory guidance. If you want to see a copy of the information that we hold about you, please contact the Headteacher.

Contact: If you would like to discuss anything in this privacy notice, please contact the school in the first instance: office@heelands.milton-keynes.sch.uk

Our Independent Data Protection Officer is Ian Hoare: lass.DPO@ictservice.org.uk