



*Creative  
Education  
Trust*

## **PRIVACY NOTICE** **The school workforce**

Schools and other educational bodies that collect personal data about pupils and staff are required, by the Data Protection Act, to issue a privacy notice to parents/pupils and staff to say why the data is collected, how it is used, and who it is shared with.

### **How we use information**

We use the information about our school workforce for research and statistical purposes, and to evaluate and develop education policy and strategies. The statistics are used in such a way that individual staff cannot be identified from them. We may also use this information for other employment purposes, for example to ensure staff are paid.

### **Who we share your information with**

We are required to pass on some of the information we collect to the [Department for Education](#). They use it to help them develop policy and to help develop good practice. You can [email the Department for Education](#) if you want to know more about the information they collect and how they process it.

### **Issuing privacy notices**

A privacy notice must also be available to all members of staff employed by the school, including all teaching and non-teaching staff

Schools do not have to provide a privacy notice to every individual. It is sufficient to display details of the notice on the school notice board.

Alternatively, schools can issue privacy notices along with other communications, for example, by including them in staff induction packs or as part of their contracts

### **Privacy notice: The Data Protection Act 1998**

The Creative Education Trust is the Data Controller for the purposes of the Data Protection Act. Creative Education Trust processes personal data relating to those we employ to work at, or otherwise engage to work at, each of the Trust's schools.



This is for employment purposes to assist in the running of the school and 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 equal opportunities monitoring including 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 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 the Department for Education (DfE).

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

- Read Creative Education Trust's Data Protection Policy (a copy is available at the school office)
- Visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact Ruth Woods, Principal's PA on [ruth.woods@caisteracademy.org.uk](mailto:ruth.woods@caisteracademy.org.uk)