

## Privacy Notice:

The school workforce: those employed to teach, or otherwise engaged to work at, **Silverhill School & Day Nursery**

### The General Data Protection Regulation: How we use your 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 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:

- our local authority
- the Department for Education (DfE)

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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

If you require more information about how we store your personal data please go to:

<http://www.silverhillschool.co.uk/about-us/policies/> Section 9

If you want to know more about the information we hold about you please contact:

- School Office  
Silverhill School & Day Nursery  
Swan Lane  
Winterbourne  
Bristol BS36 1RL  
Phone number 01454 772156

To view a list of organisations with whom the school shares personal data please ask the School Office.