

# **Bordon Junior School**

## **PRIVACY NOTE (STAFF)**

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### **Privacy Notice - Data Protection Act 1998**

We at Bordon Junior School are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school / Local Authority about those employed or otherwise engaged to work at the school or Local Authority. This is to assist in the smooth running of the school and/or enable individuals to be paid. 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 modeling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the School Support Staff Negotiating Body.

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

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

We are required by law to pass on some of this data to:

- the LA
- the Department for Education (DfE)

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

- Hampshire LA and
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/workforcedata/>

If you are unable to access these websites, please contact the LA or DfE as follows:

[Barbara.sorkin@hants.gov.uk](mailto:Barbara.sorkin@hants.gov.uk) 01962 845554

- 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: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288

This policy is updated annually by the governing body in line with the policy review schedule.