

SES PRIVACY NOTICE for Staff

Data Protection Act 1998: How we use your information

Avocet House and Turnstone House are the Data Controllers for the purposes of the Data Protection Act.

Personal data is held by the school about those employed or otherwise engage to work at the school. This is 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 some or all of the following - 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 give information about our pupils to anyone outside the school without your consent unless the law and our policies allow us to.

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

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

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

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

If you want to see a copy of the information about you that we hold and/or share, please contact the **Principal**.

Please also see the SES Data Protection Policy and Practice document.

If you require more information about how the LA and/or DfE collect, store and use this data

please go to the following websites:

- Norfolk LA: <http://www.schools.norfolk.gov.uk/School-administration/Legal/Privacy-notice/index.htm>
- the DfE website at: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

Norfolk County Council
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DH
Website: www.norfolk.gov.uk
Tel: 0344 800 8020
Email: information@norfolk.gov.uk

Public Communications Unit
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD
Website: www.education.gov.uk [http://www.education.gov.uk/help/contact us](http://www.education.gov.uk/help/contact-us)
Tel: 0370 000 2288.

By signing this form you are indicating that you understand how we use your data and the legal basis upon which this is done.

Name:.....

Date:.....