

Privacy Notice - Data Protection Act 1998

The Archbishop Lanfranc School is the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school about those employed or otherwise engaged to work at the school or LA. This is to assist in the smooth running of the school and/or enable individuals to be paid. This personal data includes some or all of the following: identifiers such as name and National Insurance Number; characteristics such as ethnic group; employment contract and remuneration details; post “A” level qualifications; and absence information.

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 modelling and planning;
- enabling ethnicity and disability monitoring;
- supporting the work of the School Teacher Review Board and the School Support Staff Negotiating Body.

We have a statutory obligation to provide via the LA the SWF annual return to the Department for Children, Schools and Families (DCSF). The return has been agreed with all relevant unions.

If you require more information about how the DCSF store and use this data please go to the following website:

- <http://www.teachernet.gov.uk/doc/13857/DCSF%20what%20we%20do%20with%20workforce%20data%20v4%20final.doc>

If you are unable to access this website, please contact the DCSF as follows:

- Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dcsf.gov.uk
email: info@dcsf.gsi.gov.uk
tel: 0870 000 2288.

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