

Kings Road Primary School

GDPR






Privacy Notice – Workforce

**How we use Employee/School Workforce information**

**Data Protection Act 1998: How we use school workforce information**


We process personal data relating to those we employ to work. We do this is for employment purposes, to assist in the running of the authority and/or to enable individuals to be paid.

The collection of this information will also 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 monitoring of selected protected characteristics



The personal data includes identifiers such as Name, Date of Birth, National Insurance, Pay Role/Employee Number, Personal characteristics such as gender and ethnic group, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows or requires us to. We are required to share some of your personal data with:

-  the Department for Education (DfE)

If you require more information about how DfE store and use your personal data please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact:

-  Trafford Local Authority (GMSS) as they are currently our HR payroll provider
-  Teacher Pension and Greater Manchester Local Pension (GMLP) as our pension providers

If you have any questions about your data or would like to make a SAR (Subject Access Request) please contact Mrs Pauline Grady (Kings Road Data Protection Officer)