



## **Data Protection Policy Privacy Notice for Staff**

**Presented to  
Trustees  
4 April 2017**

Date approved: <sup>1</sup>	4 April 2017
Date reviewed: <sup>2</sup>	1 January 2014 Personnel Committee
Date of next review: <sup>3</sup>	September 2017

<sup>1</sup> This is the date the policy was approved by the meeting

<sup>2</sup> This is the date the policy was reviewed prior to its approval above

<sup>3</sup> This is the date as set by the policy review clause or the date approved plus two years

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust

## Data Protection Policy Privacy Notice for Staff

The Four Cs Multi Academy Trust is the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the Local Authority about those employed or otherwise engaged to work at the Four Cs 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 Four Cs 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:

- [http://www.peterborough.gov.uk/council\\_and\\_democracy/other\\_council\\_issues/data\\_protection\\_act.aspx](http://www.peterborough.gov.uk/council_and_democracy/other_council_issues/data_protection_act.aspx)
- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data>

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

- Information Governance Officer  
Peterborough City Council  
4th Floor  
Bayard Place  
Peterborough  
PE1 1FB  
Email: [cs.information@peterborough.gov.uk](mailto:cs.information@peterborough.gov.uk)  
Telephone 01733 863656
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust

Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

Telephone: 0370 000 2288

## **MONITORING AND REVIEW OF THE POLICY**

a) The Trust Board (or responsible committee) will review this policy in line with the procedure for policy review.

b) Date for Review

If no other reason for review (see policy review procedure) this policy will be reviewed in September 2017

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust