

The Appleton School Privacy Notice for Staff

How we use employee information under the Data Protection Act 1998

We process personal data relating to those we employ to work, or are otherwise engaged to work at The Appleton School. We do this is for employment purposes, to assist in the running of the school 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, NI number, employment contracts including remuneration details as well as 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:

The HR Manager, The Appleton School