

Dear Colleague

Privacy Notice - Data Protection Act 1998

Glebelands School is the Data Controller for the purposes of the Data Protection Act.

The school holds personal data about those employed or otherwise engaged to work at the school. This applies where it assists in the smooth running of the school and/or enables 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 modeling and planning;
- Enabling ethnicity and disability monitoring;
- Supporting the work of the School Teacher Review Board and the School Support Staff Negotiating Body.

We are required 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:

<https://www.gov.uk/government/collections/statistics-school-workforce>

<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 the DfE as follows:

- Corporate Information & Governance Team
Surrey County Council
County Hall
Penrhyn Road
Kingston upon Thames
KT1 2DJ
Website: www.surreycc.gov.uk
Email: foi@surreycc.gov.uk
Tel: 03456 009 009

Email: info@glebelands.surrey.sch.uk **Web:** www.glebelands.surrey.sch.uk





Parsonage Road, Cranleigh, Surrey GU6 7AN

Tel: 01483 542400 **Fax:** 01483 542401

Student Absence: 01483 542408

Head of School: Mr R Mitchell BSc (Hons) PGCE

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Tel: 0370 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.

Yours sincerely

R Mitchell
Head of School

Email: info@glebelands.surrey.sch.uk **Web:** www.glebelands.surrey.sch.uk



Science

