



General Data Protection Regulation (GDPR) Privacy Notice – Staff

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Staff Responsible

Julie Hodgson (Headteacher)

Governor Responsible

Gary Harper (Chair of Governors)

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Privacy Notice – Staff

How we use your information (data protection)

Brooklands School process personal data relating to those we employ to work at, or otherwise engage to work at our school. 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 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 ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority, Central Bedfordshire Council
- the Department for Education (DfE)

If you would like to discuss anything in this privacy notice, please contact:

Mrs Julie Hodgson – Headteacher – on 01525 372018 or brooklands@cbc.beds.sch.uk