



## **Spring Common Academy Privacy Notice - Data Protection Act 1998**

We continue to follow the Data Protection Act 1998.

Personal data is held by the school / Local Authority about those employed or otherwise engaged to work at the school 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

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 school 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:

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- 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 website:

- <http://www.cambridgeshire.gov.uk/council/access/dp/fairprocessing.htm>