



**THE FOREST FEDERATION - All Saints, Rangemore and Needwood.  
PRIVACY NOTICE 2018-19**

**How we use *EMPLOYEE* information**

The children's social work workforce: those employed to work, or otherwise engaged to work, at a Local Authority as part of its child and family social work workforce

The Forest Federation schools (All Saints CE (C) Primary, Rangemore and Needwood CE (VA) Primary Schools are a data controller for the purposes of the Data Protection Act.

**Data Protection Act 1998: How we use workforce information**

We process personal data relating to those we employ to work as, or are otherwise engaged to work as, part of our child and family social care workforce. We do this is for employment purposes, to assist in the running of the authority 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, HCPC number, 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)
- the local authority

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:

HR processes and Payroll

[contactus@staffordshire.gov.uk](mailto:contactus@staffordshire.gov.uk) local authority

[foi@stoke.gov.uk](mailto:foi@stoke.gov.uk) (Payroll provider) (to chance when we are in JTMAT).

**Contact**

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

Mrs Charlene Gethin (Executive Headteacher

- **Needwood Church of England (VA) Primary School** Yoxall Road, Newborough, Burton On Trent, Staffordshire, DE13 8SU. 01283 575216 [office@needwood.staffs.sch.uk](mailto:office@needwood.staffs.sch.uk)

- **All Saints' Church of England (C) Primary School**, Tatenhill Lane, Rangemore, Burton On Trent, Staffordshire, DE13 9RW. 01283 712385 [office@allsaints-rangemore.staffs.sch.uk](mailto:office@allsaints-rangemore.staffs.sch.uk)