



## **DANESFIELD SCHOOL**

**Headteacher Mrs S Morgan**

Henley Road, Medmenham, Marlow, Bucks SL7 2EW

Tel: 01628 483031

email: [office@danefieldschool.co.uk](mailto:office@danefieldschool.co.uk)

website: [www.danesfieldschool.com](http://www.danesfieldschool.com)

Privacy Notice – Data Protection Act 2018 controls how your personal information is used and stored.

We, Danesfield 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 to enable individuals to be paid.

Personal data includes, but is not limited to: name, NI Number, and characteristics such as ethnicity, employment contract, remuneration details, qualifications, medical information 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 data to:

- The Local Authority (LA)
- The Department of Education (DfE)

If you require more information about how the LA and/or DfE store and use data please go to the following website/s:

<https://www.buckscc.gov.uk/services/education/schools/privacy-notice/>

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

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
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling ethnicity and disability monitoring
- Supporting the work of the School Teacher Review Body, and the School Support Staff Negotiating Body

If you want to see a copy of the information we hold about you, please contact the Head Teacher, Sarah Morgan, or School Business Manager, Roz Critchlow.

Please sign below to agree to the collection and storage of your data for the purposes outlined above.

Signed:

Print name:

Date:

(updated Sept 2021)