



MANORSIDE
ACADEMY

MANORSIDE ACADEMY PRIVACY NOTICE

1. Privacy Notice – Data Protection Act 1998

We, Manorside Academy as part of Ambitions Academies Trust, are a data controller for the purposes of the Data Protection Act.

Personal data is held by Manorside Academy about those employed or otherwise engaged to work at the Academy. This is to assist in the smooth running of the Academy and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- a) Improving the management of Academy workforce data across the sector;
- b) Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- c) Informing the development of recruitment and retention policies;
- d) Allowing better financial modelling and planning;
- e) Enabling ethnicity and disability monitoring; and
- f) Supporting the work of the School Teachers' Review Body.

The 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 Academy 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:

- a) the LA
- b) 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.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access this website, please contact the DfE as follows:

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: <http://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Key:

LA – Local Authority

DfE – Department for Education

**HIGH EXPECTATIONS LEAD TO HIGH ACHIEVERS
PART OF AMBITIONS ACADEMIES TRUST**