

Green Park School Privacy Notice

The Data Protection Act 2018: How we use your information

The City of Wolverhampton Council will process your personal data and special category data on behalf of your school under contract / agreement. We process this data 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

Personal data collected includes;

- Names and addresses
- National Insurance Numbers
- Financial details – bank account and remuneration details

Special Category data collected includes;

- Ethnicity
- Absence details

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
- the Department for Education (DfE)

If you require more information about how we and/or DfE store and use your personal data please visit:

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

If you want to see a copy of information about you that we hold, please contact:

- Rachel Kiffin – School Business Manager