

## APPENDIX 7– PRIVACY NOTICES: HOW WE USE SCHOOL WORKFORCE INFORMATION

This notice explains what personal data (information) we hold about you, how we  
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the ca tegories of data we process, please contact [DPO@deltatrust.org.uk](mailto:DPO@deltatrust.org.uk)

- x enable sickness monitoring;
- x enable leave payments (such as sick pay and maternity leave)

x develop a comprehensive picture of the workforce and how it is deployed;

x

- x Pension Schemes
- x Healthcare, social and welfare professionals and organisations
- x The Disclosure and Barring Service
- x Central Government Departments
- x Educators and Examining bodies
- x Professional Bodies
- x Law enforcement agencies and bodies
- x Courts and Tribunals
- x Legal representatives
- x Ombudsman and Regulatory bodies
- x Service providers
- x Trade Unions

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personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK

- x providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- x who is requesting the data;
- x the purpose for which it is required;
- x the level and sensitivity of data requested; and
- x the arrangements in place to securely store and handle the data.

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

To contact the DfE: <https://www.gov.uk/contact-dfe>

Your rights in relation to your information

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact [DPO@deltatrust.org.uk](mailto:DPO@deltatrust.org.uk).

You also have the right to:

- x object to what we lonC ve47 /P <</MCID 28 >>BDC 0 >>BDC 4<</MC (ou)-3.7x(n)A5BDC4ur/Wb