

**PRIVACY NOTICE**  
**School Workforce**

**Privacy Notice - General Data Protection Regulation (EU) 2018**

We The London Academy of Excellence Tottenham are the Data Controller for the purposes of the General Data Protection Regulation (EU) 2018.

Personal data is held by the school about those employed or otherwise engaged to work at LAET. This is to assist in the smooth running of the School and/or enable individuals to be paid. 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 to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modeling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of any pay review bodies and benchmarks.

This 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 also hold sensitive personal information about staff members and further information is available from the Business Director/Data Protection Officer on request.

Personal data will be shared with the school's payroll bureau for the purposes of administering payroll, PAYE and pensions.

**We will not give information about you to anyone else outside the School 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:

- the Department for Education (DfE) - If you require more information about how the DfE store and use this data please go to the following website:  
<http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data>

If you are unable to access this website, please contact the DfE as follows:

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

Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0370 000 2288.