

To all members of the school workforce.

**2013 School Workforce Census “Fair Processing”
Requirements under the Data Protection Act 1998**

This letter is to inform you that the School Workforce Census undertaken for the Department for Education (DfE) will take place in November 2013.

The DfE, Local Authorities, schools and other educational bodies collect, hold and use information about pupils at maintained schools and adults connected with the education system, for statistics, research and management purposes.

The purpose of the School Workforce Census is to collect data at an individual staff level to rationalise and improve the data we collect from schools. The School Workforce Census complements the pupil and school level information collected in School Census. The data (covering teachers, support staff and certain other staff closely associated with schools) is collected through Local Authorities. As a result of the School Workforce Census collection, the DfE will be able to provide improved data to schools and local authorities on:

- recruitment, retention and turnover;
- equal opportunities monitoring;
- salary information;
- qualifications;
- teaching and support staff numbers;
- deployment of staff by subject specialism.

The enclosed Privacy Notice is being sent to you in accordance with the requirements of the Data Protection Act 1998. The Notice formally notifies you of the data collection and includes information on how to find out what data will be collected and why, how it will be used and the legislation underpinning the collection.

If you have any queries in relation to this letter, or the Privacy Notice, please contact Employment Support Service on employmentsupportservice@northyorks.gov.uk (Tel : 01609 532190).

Further information about the School Workforce Census can be found at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/swf/a0063724/what-is-the-school-workforce-census>

PRIVACY NOTICE – what the Department for Education does with school workforce data

The Department for Education (DfE) uses information collected in the School Workforce Census for research and statistical purposes, to evaluate and develop education policy.

The data may be shared with the following third parties, **as prescribed in the regulations**, so they can manage their own specific area of interest and undertake analyses that help them understand how they can make a better impact on children's education through the school workforce:

- Local Government Association
- HM Chief Inspector of Education, Children's Services and Skills
- Young People's Learning Agency
- Audit Commission for Local Authorities
- National Health Service in England and Wales
- National College for Leadership of Schools and Children's Services
- Office of Manpower Economics
- Training and Development Agency for Schools
- General Teaching Council for England
- Teachers' Pension Scheme

DfE may also disclose individual information to independent researchers who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

Information collected may be matched with other data sources that DfE holds to provide comprehensive information back to local authorities (LAs) and learning institutions to support their day-to-day business. DfE may also use contact details from these sources to obtain samples for statistical surveys; these surveys may be carried out by research agencies working under contract to DfE and participation in such surveys is usually voluntary. DfE may also match data from these sources to data obtained from statistical surveys.

Staff employed or otherwise engaged to work at schools or LAs, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. If you wish to have further information about the personal data held then in the first instance contact your employer or the relevant organisation. If you wish to access the personal data which DfE holds about you, then please contact the Department:

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

Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Telephone: 0870 000 2288