

WILLOWBROOK PRIMARY SCHOOL

Rosen Crescent, Hutton, Brentwood, Essex CM13 2TU

Headteacher: Mrs C Branton

Deputy Headteacher Mrs J Stevens - Assistant Headteacher Mrs S Rich

Telephone: 01277 214662 Fax: 01277 200436

Website: www.willowbrook.essex.sch.uk E-mail: admin@willowbrook.essex.sch.uk



'Each Working For All'

Willowbrook Primary School Staff Privacy Notice

The school processes personal data relating to those we employ, or otherwise engage with. This is for the purpose 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

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

Your personal information will not be shared with third parties without your consent unless the law requires us to. We are required, by law, to pass on some of this personal data to:

- our local authority and
- the Department for Education (DfE).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have any concerns in regard to the collection, storing and processing of personal data, either by the school or the DfE, you should raise your concern with the Data Protection Officer.

If you require more information about how the DfE store and use your personal data, please visit the following websites:

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

<https://schools-secure.essex.gov.uk/data/information-governance/Pages/DataProtectionAct1998.aspx>

INDEPENDENCE - HAPPINESS – **TEAM WORK** - CARING - **RESPECT** - HONESTY



Closed Circuit Television (CCTV) is used with the school building, this is used to reduce criminal and other actions of individuals that may have a negative impact on teaching, learning and the working environment as well as monitoring the school's buildings to prevent the loss or damage of school property and its assets.

CCTV is not being used in classrooms but in areas within school that have been identified by staff as not being easily monitored. If you would like to see a copy of our CCTV Policy, please do come and ask for a copy in the main office.

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer Lauri Almond at igs@essex.gov.uk. If you want to know more about how the school use your personal data or if you wish to request a copy of information that we hold in relation to yourself, please contact Mrs Elaine Glanville via the school office.

INDEPENDENCE - HAPPINESS – **TEAM WORK** - CARING - **RESPECT** - HONESTY

