



## PRIVACY NOTICE FOR STAFF

### How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work for the Boleyn Trust. This is for employment purposes to assist in the running of the Trust 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 Trust 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.

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:

- The Local Authority in which we operate; and
- The Department for Education (DfE)

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

- [dpo@boleyntrust.org](mailto:dpo@boleyntrust.org); or
- <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:

Setting	Contact
Boleyn Trust	Margaret Patient
Cleves Primary School	Sarah Lack
Monega Primary School	Elizabeth Harris
New City Primary School	Caroline Stone
Ravenscroft Primary School	Simon Bond
Rosetta Primary School	Lindsay Bradbury
Shaftesbury Primary School	Geoff Hadlow
Tollgate Primary School	Emma O'Connor

The Data Protection Officer for the Boleyn Trust can be contacted at: [dpo@boleyntrust.org](mailto:dpo@boleyntrust.org).