

# 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:

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

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

- [payroll@npw.uk.com](mailto:payroll@npw.uk.com) (Payroll provider)
- <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

Cleves Primary School  
Monega Primary School  
New City Primary School  
Ravenscroft Primary School  
Rosetta Primary School  
Shaftesbury Primary School  
Tollgate Primary School

### Headteacher

Sarah Lack  
Elizabeth Harris  
Caroline Stone  
Simon Bond  
Lindsay Bradbury  
Geoff Hadlow  
Emma O'Connor

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