Darwen Aldridge
Community Academy

Privacy Notice - The Data Protection Act 1998

We, Darwen Aldridge Community Academy process personal data relating to those we employ to work at, or otherwise engage to work at, our academy. This is for employment purposes to assist in the running of the academy 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.

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 Department for Education (DfE)

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

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

If you are unable to access these websites, 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
  Email: info@education.gsi.gov.uk
  Telephone: 0370 000 2288