



Staff Data Processing Notice

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at Surbiton Children's Centre Nursery. This is for employment purposes to assist in the running of the school and 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 modeling 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 must share some information about you. We are required, by law, to pass on some of this personal data to the local authority and the Department for Education (DfE). Will also share your details with the following in order to facilitate the smooth running of the school:

- iTrent – RBK Payroll
- Employee Relations - RBK HR
- Teacher/ Local Government Pension Scheme - Pensions
- LGFL - IT services
- Cygnet - Single Information Management System (SIMS)
- Educational apps for children - to enable management of pupils' learning

If you would like to know more information, or want to see a copy of information about you that we hold, please contact the School Business Manager at business_manager@sccn.rbksch.org