



**Privacy Notice:
Notice to staff of Five Rivers Multi Academy Trust**

**(Tinsley Meadows Primary Academy, Abbeyfield Primary Academy
and FRMAT centrally employed staff)**

The Data Protection Act 1998: How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work in our academies. 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:

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

You have the right to complain to the Information Commissioner's Office (ICO) if you believe that there is a problem with the way in which your data is being handled: <https://ico.org.uk/>

If you want to see a copy of information about you that we hold, please contact:

- Deb Sanderson (Head of School, Tinsley Meadows)
- Helen Best (Principal, Abbeyfield)