



Data Protection Act 1998 - Disclosure Information

As part of our pre-employment checks, we will be contacting third parties requesting information about you with regard to your qualifications and experience. In order for the third party to supply the information to us, we need your authority for such information to be released to us. It is necessary, therefore, for you to complete the form below and return it to:

Human Resources
Perry Beeches IV The Free School
St Georges Court
1 Albion Street
Birmingham
B1 3AA

Telephone 0121 289 3944
Email HResources@pb-theacademy.co.uk
Extension 4060

Failure to complete and return this form may result in delays to the pre-employment checks and to your appointment. If you have any queries please do not hesitate to contact the Human Resources Department.

DATA PROTECTION ACT 1998 – Consent & Certification Details

The information detailed in your Application Form will be disclosed to third parties for the purpose of undertaking pre-employment checks.

In accordance with the Data Protection Act 1998, your consent is required before approaching third parties for information in relation to pre-employment checks, including confirmation of previous employment and salary details.

You should therefore sign the consent below.

I _____ consent to Perry Beeches The Academy Trust using the information contained in my application form to undertake relevant pre-employment checks with third parties.

Signed: _____ Date: _____

(This part of the form must be detached before sending to a third party)

Teacher Number (if applicable): _____
Home Address: _____

The information collected in the form will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees of Perry Beeches Academy Trust. The information may be disclosed, as appropriate, to school governors, Occupational Health, the Teachers' Pension Scheme, The Department for Education, pension providers and relevant statutory bodies.

All Members of the School Workforce in Birmingham

"Privacy Notice" requirements under the Data Protection Act 1998

The Department for Education, local authorities, schools and other educational bodies collect, hold and use information about pupils at maintained schools and adults connected with the education system for statistics, research and management purposes.

The purpose of the School Workforce Census (SWFC) is to develop and introduce data collections at an individual staff level as part of the overall School Census (which has collected individual pupil level data since 2002). As a result of the SWFC collection, the DfE will be able to provide improved data to schools and local authorities on:

Recruitment, retention and turnover
Equal opportunities monitoring
Salary information
Qualifications
Teaching and support staff numbers
Deployment of staff by subject expertise

The enclosed Fair Processing Notice is being issued to you in accordance with the requirements of the Data Protection Act 1998. The Notice formally notifies you of the data collection and includes information on how to find out what data will be collected and why, how it will be used and the legislation underpinning the collection.

Further information about the SWFC can be found at:

<http://www.education.gov.uk/researchandstatistics/stats/swf/a0063724/what-is-school-workforce-census>

Privacy Notice – Data Protection Act 1998 (formerly Fair Processing Notice)

School Workforce : Those employed or otherwise engaged to work at a school or the local authority.

Perry Beeches The Academy Trust and Birmingham City Council are the Data Controllers for the purposes of the Data Protection Act.

Personal data is held by the Trust and Birmingham City Council about those employed or otherwise engaged to work within the Academy Trust. This is to assist in the smooth running of the Academy Trust and/or enable individuals to be paid. The collection of this information will benefit both national and local users by;

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce & how it is deployed to be built up;
- 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 Teacher Review Body and the School Support Staff Negotiating Body.

This personal data includes some or all of the following – Identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

We will not give information about you to anyone outside the school or local authority (LA) without your consent unless the law and our rules allow us to.

We are required by law to pass on some of this data to:

the LA;
the Department for Education (DfE);

If you require more information about how the LA and/or DfE store and use this data please go to the following websites: [Birmingham City Council – Data Protection Guidance](#)

Birmingham City Council > Council and Democracy > Policies, Documents and Minutes > Data Protection Policy [What the Department does with school workforce data](#)
(Department for Education > Schools > Administration and finance > School administration)

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
Contact: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288