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| MEMORANDUM | | | |
| To | All staff | | |
| From | Jane Spencer | Date | 25/02/09 |

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| Information | X |
| Consultation | |
| Data collection | |

**School Workforce Census for all teaching and support staff 2010
Fair Processing Notice**

Under current legislation the DCSF will commence collection of information on members of the school workforce from 2009. Previously there has been no comprehensive, single source of data on the school workforce and therefore long-term, well informed, policy and planning for the future of the Education Service has been restricted. There are currently a number of separate surveys collecting information but it is envisaged that this single collection mechanism will, when proven, replace these and provide data required to fully inform future planning at both national and local level. The collection of this data will also enable the Local Authority to fulfil its statutory obligations with regard to, for example, the Race Relation (Amendment) Act 2000 and the Disability Discrimination Act 1995.

For each member of the workforce, information will be collected from the organisations that employ that person. This collection, which will be known as the School Workforce Census, is for research and statistical purposes, to evaluate and develop education policy. Part of the planning for the workforce collections is a series of pilot exercises which The Blue School is participating in on a voluntary basis. .

This notice informs those members of the workforce whose data is included in the pilot about the uses to which the pilot data will be put.

The data that will be collected will vary with each collection and will include personal characteristics, data on contracts, types of service and absence information on teaching and support staff.. It also includes information on relevant professional qualifications and, for teachers and some teaching assistants in the secondary sector, data on their curriculum participation. A list of the main data item headings and the schedule for collection can be found on the TeacherNet web site <http://www.teachernet.gov.uk/docbank/index.cfm?id=9906>. A complete list of data items can be found at <http://www.teachernet.gov.uk/docbank/index.cfm?id=10393> . A written copy can be obtained on request from The CBDS Team, Data Services Group, Department for Children, School and Families, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT.

The data collected in the pilot will be used to test the data collection, data management and data analysis processes. This testing will include gauging the level of burden involved and testing that data can be matched to other data held by the Department. The data will not be processed other than for test purposes and it will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results.

The pilot data may be disclosed to such third parties as are prescribed in the regulations. These regulations can be found on web site <http://www.teachernet.gov.uk/management/ims/datacollections> For example the DCSF may choose to share pilot data with the General Teaching Council for England, to test the matching of qualifications information and for validation purposes. The Department may also choose to publish summary aggregate information where this is judged to be of sufficient quality to meet National Statistics protocols. For example, qualifications and curriculum data collected through the pilot may make a valuable contribution to policy making around the supply of appropriately qualified teachers.

All data will processed in accordance with the Data Protection Act and all individuals have the right to review the data held about them.