



Privacy notice relating to:

- those employed to teach at any Gardens Montessori school
 - students doing teaching practice
 - any other employees

Updated 29 January 2020

How we use your information

We process personal data for employment or training purposes to assist in the running of the school and to enable individuals to be paid.

This personal data includes identifiers such as names, addresses, telephone numbers, date of birth, nationality, languages spoken, passport details, DBS disclosure numbers, employment references, National Insurance numbers, employment contracts, remuneration details, qualifications, training, and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We may be required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)
- Ofsted

If you require more information about how we and/or DfE store and use your personal data please ask the Data Protection Officer, Felicity Marrian, or visit:

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

If you want to see a copy of information about you that we hold, please contact our Data Protection Officer.