



Cardiff Council Information Governance Service

School Workforce Annual Census Privacy Notice

In accordance with the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR), this notice sets out how information is provided to Welsh Government from schools and local authorities about the school workforce in Wales.

The School Workforce Annual Census (SWAC) is an annual statutory data collection of information about the workforce in maintained schools in Wales.

The Welsh Government receives information on the school workforce directly from schools and local authorities as part of the SWAC. This information is required to be provided in accordance with the Education (Supply of Information about the School Workforce) (Wales) Regulations 2017, made under section 113(2) and (3) of the Education Act 2005.

The SWAC covers all maintained school settings in Wales, including:

- maintained nursery schools;
- maintained primary schools;
- maintained middle schools (through age schools);
- maintained secondary schools;
- maintained special schools; and
- pupil referral units (PRUs)

For a full list of staff included in this process please see the Welsh Government Data Collection details [here](#)

Upon receipt of the information from the school and local authority, the Welsh Government becomes the data controller.

The categories of school workforce information that will be collected and held include:

- Personal and special category information about you, including:
 - Teacher reference number (TRN);
 - First name;
 - Middle name(s);
 - Surname;
 - Date of birth;
 - Sex;
 - Ethnic group;
 - Disability status and
 - National insurance number.



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- Information on your pay and contracts (such as pay scales, allowances, remuneration, and reason for leaving)
- Information on your absences (including absence length and type)
- Information on Welsh language skills
- Information on the subjects you teach, post type and associated roles.

The lawful basis for processing information in this data collection exercise is due to the Welsh Government's public task; that is, exercising their official authority to undertake the core role and functions of the Welsh Government. Some of the data they will collect will be 'special category data' (in this case ethnicity and disability) and the lawful basis for processing this information is that it is for statistical or research purposes.

Full details of the Welsh Government's Privacy Notice for the purposes of this data collection can be viewed [here](#)

For further information about the personal information collected and its use you should contact:

- Mrs D Macho, Business Manager, Cardiff High School, Llandennis Road, Cardiff, CF23 6WG email machod@hwbcymru.net
- Cardiff Council's Data Protection Officer at County Hall, Atlantic Wharf, Cardiff Bay, Cardiff, CF10 4UW email SchoolsInformationManagement@cardiff.gov.uk
- Welsh Government's Data Protection Officer at the Welsh Government, Cathays Park, Cardiff, CF10 3NQ; email Data.ProtectionOfficer@gov.wales
- The Information Commissioner's Office help line 0330 414 6421 (Wales helpline) or 0303 123 1113 (UK helpline)
- information is also available from www.ico.gov.uk

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg