



## Privacy Notice for Staff<sup>1</sup>

Under data protection law, individuals have a right to be informed about how the Federation uses any personal data that we hold about them. We comply with this right by providing “privacy notices” (sometimes called “fair processing notices”) to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about **individuals we employ, or otherwise engage, to work within the Federation.**

We, Cookham, Maidenhead and The Lawns Nursery School Federation are the “data controller” for the purposes of data protection law.

Our data protection officer is Jennifer Shaw (RBWM) – see “Contact Us” below.

### The Personal Data We Hold

We process data relating to those we employ, or otherwise engage, to work in our nursery schools. Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- contact details;
- date of birth, marital status and gender;
- next of kin and emergency contact numbers;
- salary, annual leave, pension and benefits information;
- bank account details, payroll records, National Insurance number and tax status information;
- recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process;
- qualifications and employment records, including work history, job titles, working hours, training records and professional memberships;
- performance information submitted by yourself;
- outcomes of any disciplinary and/or grievance procedures;
- absence data;
- photographs;
- data about your use of the nursery schools’ information and communications systems.

---

#### <sup>1</sup> COVID-19

All policies need to be considered in accordance with the individual Nursery School’s risk assessment “Planning and Risk Assessment for opening Nursery”, the Covid-19 section in the Federation Safeguarding Policy, and recent Government Guidance relating to opening schools and Early Years settings:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>



We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- race, ethnicity and religious beliefs;
- trade union membership;
- health, including any medical conditions, and sickness records.

### Why We Use This Data

The purpose of processing this data is to help us run the nursery schools, including to:

- enable you to be paid;
- facilitate safe recruitment, as part of our safeguarding obligations towards our children;
- support effective performance management;
- inform our recruitment and retention policies;
- allow better financial modelling and planning;
- enable equalities monitoring;
- improve the management of workforce data across the sector;
- support the work of the School Teachers’ Review Body.

### Our Legal Basis for Using This Data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need it to:

- fulfil a contract we have entered into with you;
- comply with a legal obligation;
- perform a task in the public interest.

Less commonly, we may also use personal information about you where:

- you have given us permission to use it in a certain way;
- we need to protect your vital interests (or someone else’s interests).

Where you have given us your consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing your consent should you wish to do so.

Some of the reasons listed above for collecting and using personal information overlap, and there may be several grounds which justify our use of your data.

### Collecting This Information

While the majority of information we collect from you is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from



you, we make it clear whether providing it is mandatory (and if so, what the possible consequences are of not complying, or optional.

### How We Store This Data

We keep personal information about you while you are employed, or otherwise engaged, at any of our nursery schools. We may also keep it beyond the cessation of your employment if this is necessary in order to comply with our legal obligations. Our Data Protection Policy sets out how we store and how long we store information about you. Our Data Protection Policy can be found at:

<https://www.nurseryfederation.co.uk/page/?title=Our+Policies&pid=41>

### Data Sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with data protection law) we may share personal information about you with:

- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about Co-Headteacher performance and staff dismissals;
- the Department for Education – including census information;
- your family or representatives – as required for emergency contact;
- our regulator, e.g. Ofsted – for scrutiny of Federation policies and procedures during an inspection, e.g. appraisal systems or monitoring records;
- suppliers and service providers – to enable them to provide the service we have contracted them for such as payroll;
- survey and research organisations – local university studies but only where permission has been granted by yourself to be part of such study;
- trade unions and associations – if and when required when union is involved in supporting a member of staff;
- health authorities – for emergency use only;
- health and social welfare organisations – to meet our legal obligations to share certain information with it, such as safeguarding concerns;
- professional advisers and consultants – for scrutiny of Federation policies and procedures, e.g. appraisal systems or monitoring records;
- police forces, courts, tribunals – in line with the law.

### Transferring Data Internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.



## Your Rights Regarding Personal Data

Individuals have a right to make a “**subject access request**” to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- give you a description of it;
- tell you why we are holding and processing it, and how long we will keep it for;
- explain where we got it from, if not from you;
- tell you who it has been, or will be, shared with;
- let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

### Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress;
- prevent it being used to send direct marketing;
- object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person);
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;
- claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our data protection officer.

### Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner’s Office. You can:

1. Report a concern online at <https://ico.org.uk/make-a-complaint/>
2. Call 0303 123 1113



Cookham, Maidenhead and The Lawns  
Nursery School Federation



3. Write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact Us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the relevant nursery school office or our data protection officer:

**Jennifer Shaw**

Town Hall  
St Ives Road  
Maidenhead  
SL6 1RF  
Tel: 01628 683800  
Email: [dpa@rbwm.gov.uk](mailto:dpa@rbwm.gov.uk)

**Cookham Nursery School**

Station Hill  
Cookham  
Berkshire  
SL6 9BT  
Tel: 01628 520002  
Email: [cookhamnursery@eyfed.org.uk](mailto:cookhamnursery@eyfed.org.uk)

**Maidenhead Nursery School**

School Lane  
Maidenhead  
Berkshire  
SL6 7PG  
Tel: 01628 623551  
Email: [maidenhead-nur@eyfed.org.uk](mailto:maidenhead-nur@eyfed.org.uk)

**The Lawns Nursery School**

Imperial Road  
Windsor  
Berkshire  
SL4 3RU  
Tel: 01753 865351  
Email: [lawns@eyfed.org.uk](mailto:lawns@eyfed.org.uk)



Cookham, Maidenhead and The Lawns  
Nursery School Federation



**Approved by:** Teaching and Learning Committee

**Signed by Chair of Governors:** .....

**Date:** 4<sup>th</sup> March 2020

**Review Date:** October 2020