



**Federation of  
Westminster Special Schools  
& Bi-Borough Inclusion Service**

## **Privacy notice for staff**

**Ratified by the Full Governing Board: 2<sup>nd</sup> Feb 2021  
Next review: February 2022**

## **Staff Privacy Notice**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

We The Federation of Westminster Special Schools are the Data Controller for the purposes of the Data Protection Act. We The Federation of Westminster Special Schools process personal data relating to those we employ to work at, or otherwise engage in work at, our schools.

### **The personal data we hold**

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

- Contact details
- Date of birth 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
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- Data about your use of the school's information and communications system

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):

- Ethnicity
- Health, including any medical conditions, and sickness records

### **Why we use this data**

This data held is for employment purposes to assist in the running of the school. The collection of this information will benefit users by:

- Enable you to be paid correctly
- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

### **How we store this data**

Personal data is stored in line with our Data Protection Policy. We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Record Retention Schedule.

### **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 (Westminster City Council)
- The Department for Education (DfE)
- Our regulator e.g. Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll, 3BM for SIMS and IT access within the Federation
- Pension providers – Teachers Pension (Teaching staff) and Local Government pension scheme (support staff)
- Our auditors

## **Your rights**

### **How to access personal information we hold about you**

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 (see ‘contact us’ below)**..

## Your other rights regarding your data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data 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 (see 'contact us' below)**.

## 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 in the first instance** – Mark Middleton, [m.middleton@qe2cp.westminster.sch.uk](mailto:m.middleton@qe2cp.westminster.sch.uk) / 020 7221 3454 who will contact the The Information Commissioner's Office if the complaint is about a breach

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

- Mark Middleton,  
[m.middleton@qe2cp.westminster.sch.uk](mailto:m.middleton@qe2cp.westminster.sch.uk) / 020 7221 3454