



## **Privacy Notice (Supplier information)**

Lanchester EP Primary School collects and holds data on suppliers to ensure orders are placed in accordance with the purchasing terms and conditions and to ensure the accurate and timely payment for goods and/or services.

### **The categories of supplier information that we collect, process, hold and share include:**

- Personal/Company information (such as name, address, telephone number, e-mail address, VAT)
- Payment information (such as bank details)

### **Why we collect and use this information**

We use supplier data to

- contact suppliers regarding orders and deliveries of goods and/or services
- issue orders to suppliers
- make payments to suppliers via BACS/cheques
- make VAT submissions
- support internal and external audit reviews

### **The lawful basis on which we process this information**

We collect and use supplier information under GDPR, Article 6(1), where the data subject has given consent and where it is necessary to meet the requirements within a contract to process personal data for one or more specific purposes.

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will identify at the point of data collection, which information is mandatory or voluntary.

### **Storing this information**

We will hold payment data for a minimum of 6 years plus current year, however, supplier data collected will be kept as long as contractually necessary.

### **Who we share this information with**

We routinely share this information with:

- Durham County Council
- Capita FMS software
- **Further information**

If you would like to discuss any of the content in this privacy notice or withdraw consent, please contact **Andrew Knighton (DPO)**