



Hormead CE(VA) First & Nursery School

Privacy notice for the Third Parties (including suppliers)

November 2018

Privacy notice – how the school uses information from third parties

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name of organisation/individual, contact information, address
- Contract information – e.g. position, roles
- References, CVs and details of an individual's employment history, if collected as part of a bidding, tendering or engagement process
- Bank details and other financial information where it relates to an individual such as if you're operating as a sole trader
- Any other personal information necessary to fulfil the terms of a contract we have with you, including information relating to site visits, photographs for identification purposes, vehicle number plates, and information about any access arrangements that may be required.

This list is not exhaustive – to access the current list of information the school processes, please see the school's Data Asset Register.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To decide whether to engage you
- To fulfil the terms of our contract with you, including payment
- To keep accurate records of the suppliers that we use
- To enable the development of a comprehensive picture of the third parties used by the school and how they are deployed
- To keep pupils and staff safe while you or your representatives, employees or agents are on the school site
- To keep accurate records of visits to the school

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of allowing individuals/organisations to be paid, in accordance with the lawful basis of contract.

How do we collect your information?

We collect your personal information via the following methods:

- Contracts
- Tendering documentation

- Employment forms

Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We hold your personal information securely in line with guidance from the IRMS: www.irms.org.uk

For more information about how we securely store your information, please see the school's GDPR Policy.

Who do we share your information with and why?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Where it is legally required or necessary, we may share your information with the following (but not limited):

- The DfE – to meet obligations about supplying information regarding the school workforce, in accordance with the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- The Education & Skills Funding Agency
- The Diocese of St Albans
- Educators and examining bodies
- Our regulator OFSTED
- The Disclosure and Barring Service
- Our IT Provider and consultants – InterMIT (UK) and HfL
- Our legal advisors
- Insurance providers
- Professional bodies

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict the school's processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact Mrs Anna Inman, DPO by email – dpo@hormead.herts.sch.uk.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO, Mrs Anna Inman on dpo@hormead.herts.sch.uk

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Mrs Anna Inman, DPO on dpo@hormead.herts.sch.uk

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.hormead.herts.sch.uk, the Gov.UK [website](#), or download our GDPR Policy.