

## Privacy Notice (How we use Supplier information)

**Hamsey Primary School** processes personal information about its suppliers and is a 'data controller' for the purposes of data protection legislation. We collect information from you.

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

- Names, characteristics and contact details of representatives and other individuals employed by you or working on your behalf;
- References and other employment details if collected as of a bidding, tendering or engagement process;
- Bank details;
- Any other personal information necessary to fulfil the terms of a contract we have with you;
- If work is to be carried out at a school site we may also collect, use and store information relating to the visit, photographs for identification purposes, CCTV images, information about access arrangements.

### Why we collect and use this information

The purpose of processing this data is to support the Skylark Federation to:

- Decide whether to engage you;
- Fulfil the terms of our contract with you, including payment;
- Keep accurate records of the suppliers that we use;
- Identify you and your representatives, employees and agents while on the school site, and keep all individuals safe;
- Keep pupils and staff safe while you or your representatives, employees or agents are on the school site;
- Keep accurate records of visits to the school;
- Comply with our legal and statutory obligations.

### The lawful basis on which we use this information

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation;
- We need to fulfil a contract we have entered into with you.

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way;
- We need to protect an individual's vital interests (save someone's life);
- We need it to perform an official task in the public interest.

Where you have provided us with 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 would go about withdrawing consent if you wish to do so. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

## **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 the General Data Protection Regulation, we will inform you whether you are required to provide this information to us or if you have a choice in this.

## **Storing this data**

Personal data is stored in accordance with our data protection policy.

We also keep personal information about you, your representatives, employees and agents whenever you/they visit the school. We may keep it beyond the visit if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep this information. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the Skylark Federation. When your relationship with the Skylark Federation has ended, we will retain and dispose of your personal information in accordance with our record retention schedule.

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

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;
- Government departments or agencies;
- Educators and examining bodies;
- Our regulator, e.g Ofsted;
- Suppliers and service providers-to enable them to provide the service we have contracted them for;
- Our auditors;
- Survey and research organisations;
- Health authorities;
- Security organisations;
- Health and social welfare organisations;
- Professional advisers and consultants;
- Charities and voluntary organisations;

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- Professional bodies;
- Police forces, courts and tribunals.

## Why we regularly share this information

We do not share information about our contractors without consent unless the law and our policies allow us to do so.

## Requesting access to your personal data

Under data protection legislation, suppliers have the right to request access to information about them that we hold. To make a request for your personal information contact Ann Hill, [ahill@skylarkfed.education](mailto:ahill@skylarkfed.education).

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 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 also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- seek redress, either through the ICO, or through the courts.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Data Protection Officer

Caitlin Yapp

However, please contact the school in the first instance if you have a query regarding this privacy notice or how your information is used.

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