

Privacy notice (How we use information from third parties)

February 2025

The categories of personal information that we process include but are not restricted to **the following:**

- Personal information – e.g. name, contact details
- Contract information – e.g. start dates, hours, charges information
- Car registration details
- References or CVs such as those collected as part of a tender or bidding process.
- Employment information – e.g. job title, employer, relevant qualifications
- Payment information such as bank details
- Safeguarding information – e.g. safeguarding checks
- Photographs and CCTV images captured as part of identification and security procedures at our premises

Why we collect and use this information

We collect and use your information for the following reasons:

- To improve the management of third party data
- To enable the development of a comprehensive picture of the third parties used by the school and how they are deployed
- To inform the development of contracts and retention policies
- To allow better internal financial modelling and planning
- To allow individuals/organisations to be paid
- To manage the services we deliver

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

- We need to process the information to fulfil our contract with you or to take steps you ask of us before entering into a contract with you
- We need to comply with a legal obligation – this means that we need to process the data to meet our responsibilities under law
- We need it to perform a task in the public interest – this means we need to use your data to fulfil our official functions in our school
- You have given us specific and explicit consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests) – for example in a medical emergency
- We have legitimate interests in processing the data where there is minimal privacy impact and we have a compelling reason to do so.

Where you have provided us with your consent to use your information, you may take back this consent at any time. We will make this clear when requesting your consent and will

explain how you would go about withdrawing your consent, in which case, the information about you will no longer be collected or processed.

Our basis for using special category data Special categories of personal data will normally only be processed under the following legal grounds ('special category' information includes information about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health or condition or sexual life, or genetic or Biometric Data):

- We need to process the information for reasons of substantial public interest in complying with legal obligations, for example, for the purposes of equality of opportunity and treatment
- We are legally obliged to collect and use it in relation to employment, social security, or social protection law
- We need to protect you or someone else, for example providing your medical information to the emergency services where there is a medical emergency
- We have obtained specific and explicit consent to use your information in a certain way
- We intend to use it to make or defend legal claims
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it where the law allows us to do so and in accordance with data protection law

Collecting this information

We collect your personal information via the following methods:

- Contracts and enquiry forms
- Employment forms

Data relating to third parties is essential for the school's operational use. Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, 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.

Storing this information

Your personal information is retained in line with the school's Records Retention Policy, which can be found on the school website.

We have security measures in place to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered or disclosed. .

We will dispose of your personal data securely when we no longer need it.

Who we share this information with

We routinely share your information with:

- The Department of Education (DfE)
- Local authorities – to meet our obligations to share certain information with it, such as safeguarding concerns
- Our regulator, Ofsted, to comply with our legal obligations and in the public interest to provide education services
- Police forces, Courts and Tribunals – fulfilling our legal obligations to prevent crime, assist investigations or comply with court orders etc.
- Our suppliers and service providers such as catering services, security services, IT services, software and online applications, payment providers – to enable them to provide the service we have engaged them for in line with our contractual obligations
- The Trust's auditors – to meet our legal obligations of having internal and external audits
- Health authorities such as the NHS – to protect your vital interests
- Professional advisors and consultants – acting under the public interest in providing educational support and consultancy.

Why we share third party information

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

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 and/or 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.

If you want to request access to the personal information we hold about you, please contact the DPO, Andy Pavlovic on andypav3@gmail.com.

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, Andy Pavlovic on andypav3@gmail.com.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on 3rd February 2025.

Further information

If you would like to discuss anything in this privacy notice, please contact the DPO, Andy Pavlovic on andypav3@gmail.com.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, the Gov.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download our Data Protection Policy and Records Retention Policy.

Declaration

I, _____, declare that I understand:

- The categories of my personal information the school collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school may share my information with the stated organisations.
- The school does not share information about me with anyone without my consent, unless the law and the school's policies allow them to do so.
- My information is retained in line with the school's Records Retention Policy.
- My rights to the processing of my personal information.

Name:

Signature:

Date:

For school use only

Date privacy notice last updated:

February 2025