

# Privacy Notice- How Trust uses information from third parties

## What categories of information are processed?

The categories of personal information that we process include the following (this list is not exhaustive):

- Personal information – e.g. name, contact details
- Contract information- e.g. position, roles, payment/salary information
- Employment information – e.g. employer, relevant qualifications
- Trade registration details
- Safeguarding information – e.g. DBS, safeguarding checks
- Bank details
- Company registration
- VAT registration

## Why do we collect and use your 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 General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

- Compliance with legal obligation.
- The performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- For the performance of a contract with the data subject or to take steps to enter into a contract.
- Protecting the vital interest of a data subject or another person.
- For the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject. (This condition is not available to processing undertaken by the school in the performance of its tasks.)

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- Explicit consent of the data subject
- Processing carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to members or former members (or those who have

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regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without consent.

- Processing relates to personal data manifestly made public by the data subject.

### How do we collect your information?

We collect your personal information via the following methods:

- Contracts and enquiry forms
- DBS Information
- Employment forms
- Invoices

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.

### How do we store your information?

Your personal information is retained in line with the Trust's Data Protection policy, which can be found on our Trust and schools' websites.

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

### Who do we share your information with?

We routinely share your information with:

- The DfE

### Why do we share your information?

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

### Sharing with the DfE

We share information about third parties with the DfE for the purpose of purpose and lawful basis.

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:

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- 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 one of our school offices.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's office 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 the Trust or our schools use your personal data, you should let us know by contacting the Trust or one of our school offices.

### 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 10<sup>th</sup> January 2022.

### How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the Trust or school office.

If you require further information about how we and/or the DfE store and use your personal data, please visit our websites, the Gov.UK [website](#).