

### 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.
- Contact information – e.g. position, roles, salary information, value of contract.
- Qualifications, where relevant.

#### 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 contacts and retention policies.
- To allow better internal financial modelling and planning.
- To allow individuals/organisations to be paid.

Under the Data Protection Act 2018, the legal basis/bases we rely on for processing personal information for general purposes are:

- Article 6 (i.e. consent, contract, legal obligation, vital interests, public task, legitimate interests)
- Article 9 where the data processed is 'special category' data. Where the lawful basis is a legal obligation or public task, list any relevant legislation that supports the basis of the obligation or task.
- To allow individuals/organisations to be paid.

#### How do we collect your information?

We collect your personal information via the following methods:

- Contracts
- Employment forms
- Emails
- Signing in System

Whilst most information you provide to us is mandatory, some of it is requested voluntarily. 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 school's Records Management Policy, A copy of which can be provided on request. Most contract and third-party information will be retained for 6 years.

## **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:

- The DfE – to meet obligations about supplying information regarding the school workforce, by the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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 rights to:

- Request access to the information the school holds about you.
- Restrict the school's processing of your data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for scientific/historical research and statistics.
- Have your 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.

## **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.

## **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact the DPO.

If you want to request access to the personal information we hold about you, please contact our data protection officers:

**Shane Williams, Global Policing Limited, Tel: 0161 510 2999, Email: [data@globalpolicing.co.uk](mailto:data@globalpolicing.co.uk)**

## **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 Management Policy.
- My rights to the processing of my personal information.

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## **For school use only**

**Date privacy notice last updated:**

18.03.24