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'LEARNING FOR LIFE, SECURING SUCCESS'

GDPR privacy notice for third parties

Who processes your information?

Ormiston Academies Trust (trading as Ormiston SWB Academy) is the data controller, and they control any personal data that is provided. This means they determine the purposes for, and the manner, in which any personal data relating to third parties is processed.

Mr A Lampitt is the data protection lead for Ormiston Academies Trust (trading as Ormiston SWB Academy). Their role is to oversee and monitor the school's data processing practices. This individual can be contacted on 01902 493797 or alampitt@oswba.co.uk.

Where necessary, third parties may be responsible for processing any personal information you provide. Where this is required, the school places data protection requirements on third-party processors to ensure data is processed in line with your privacy rights – the school is bound to the same requirements as third parties to ensure the security of personal data.

Why do we need your information?

Ormiston Academies Trust (trading as Ormiston SWB Academy) has the legal right and a legitimate interest to collect and process personal data relating to those contracted to work at the school. The school processes personal data in order to meet the statutory safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Keeping Children Safe in Education 2016

Third parties' personal data is also processed to assist in the running of the school, and to enable individuals and organisations to be paid.

If third parties fail to provide their personal data, there may be significant consequences. This includes the following:

Employment checks:

- Failure to provide the school with ample proof of a right to work in the UK will prevent hire at name of school.
- Third party companies or individuals found to be working illegally could face prosecution by law enforcement officers.

Salary requirements:

- Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments.

For which purposes are your personal data processed?

In accordance with the above, third parties' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. DBS checks
- Finance/payment details

Which data is collected?

The personal data the school will collect from third parties' includes the following:

- Name of organisation
- Contact information of organisation
- Name of point-of-contact
- Contractual agreements
- Remuneration details
- Finance/payment details

The collection of personal information from third parties will benefit the school by:

- Improving the management of third-party data.
- Enabling the development of a comprehensive picture of the third parties used and how they are deployed.
- Informing the development of contracts and retention policies.
- Allowing better internal financial modelling and planning.

Will your personal data be sought from third parties?

Third parties' personal data is only sought from the data subject. No third parties will be contacted to obtain third parties' personal data without the data subject's consent.

Personal data may be obtained and processed from other third parties where the law requires the school to do so, e.g. payment information.

How is your information shared?

Ormiston Academies Trust (trading as Ormiston SWB Academy) will not share your personal information with any other third parties without your consent, unless the law allows us to do so.

How long is your data retained for?

Personal information may be retained for the different periods of time depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely if there is no such need for it to be.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please contact, Mr A Lampitt, Data Protection Lead.

What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that Ormiston Academies Trust (trading as Ormiston SWB Academy) holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.
- Request to obtain and reuse your personal data for your own purposes across different services

- Object to your consent being obtained
- Request that your personal data is collected using automated processing

Where the processing of your data is based on your explicit consent, you have the right to withdraw this at any time. This will not affect any personal data that has been processed prior to withdrawing consent. You can withdraw consent by contacting, Mr A Lampitt, Data Protection Lead.

Third parties also have the right to lodge a complaint with the ICO in relation to how Ormiston Academies Trust (trading as Ormiston SWB Academy) processes their personal data. If a third party wishes to make a complaint to the ICO, they can do so on the ICO’s website or they can call their helpline on 0303 123 1113.

How can you find out more information?

If you require further information about how we store and use your personal data, please visit our website, www.ormistonswbacademy.co.uk, or download our Combined Data Protection and Freedom of Information Policy and Records Management Policy – these policies are available in printed form upon request by contacting the Data Protection Lead.

Declaration

I, name of person-of-contact for third parties, declare that I understand:

- Ormiston Academies Trust (trading as Ormiston SWB Academy) has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data Ormiston Academies Trust (trading as Ormiston SWB Academy) requires.
- Ormiston Academies Trust (trading as Ormiston SWB Academy) will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with Ormiston Academies Trust (trading as Ormiston SWB Academy) records management procedures
- My rights to the processing of my personal data.

Organisation Name	
Name	
Signature	
Date	