



## **Privacy notice – 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, contact details
- Employment information – e.g. employer, relevant qualifications
- Safeguarding information – e.g. safeguarding checks

This list is not exhaustive – to access the current list of information the school processes, please speak to school's data protection representative- Nancy Tordoff.

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

For the purpose of legal obligation in accordance with the lawful basis of processing.

### **How do we collect your information?**

We collect your personal information via the following methods:

- Contracts and enquiry forms
- Employment forms
- Service Level Agreements
- Safeguarding Checks

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 school's Records Management procedures.

For more information about how we securely store your information, please contact Gary Litvinov – School Business Manager

### **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 **compliance, reporting 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:

- 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 Richard Ogden – Email: [DPO@bywaterkent.co.uk](mailto:DPO@bywaterkent.co.uk).

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 Richard Ogden – Email: [DPO@bywaterkent.co.uk](mailto:DPO@bywaterkent.co.uk).

### **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 November 2021.

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

If you would like to discuss anything in this privacy notice, please contact Gary Litvinov on 01274 581898

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](#), or download our Data Protection Policy.

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## Declaration

I, \_\_\_\_\_ **name of third party**, 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.

**Name:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

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## For school use only

Approved by the governing body on:

30/03/2023

To be reviewed by:

30/03/2024