

Privacy Notice - Suppliers and Third-Party Visitors

Introduction

The General Data Protection Regulation (GDPR) 2018, Data Protection Act 2018 (DPA) and Data (Use and Access) Act 2025 sets out the law relating to data protection. This privacy notice and the way we handle your personal data, is all carried out in accordance with that law.

Under the GDPR and DPA anyone who holds and controls the way in which data is used is known as a data controller. We, Ravenscliffe High School, are a 'data controller.'

This privacy notice explains how we collect, store and use personal data about individuals we contract with to provide services that help ensure the smooth running of our school/academy and provision of the best education for our pupils. This may include, but is not limited to, contractors who provide and maintain our IT equipment, educational psychologists, physiotherapists/occupational health visitors and any other third party who shares their personal data with us for the purposes of providing support services.

Personal data is held by the school/Trust.

This privacy notice sets out the following information:

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[The personal data we collect:](#)

- personal information (such as name, company details, qualifications and contact telephone number),

- contract information (such as start dates, company address, contract terms),
- Financial Information (such as bank details, invoice information, VAT registration number),
- relevant medical information (for health and safety requirements),
- proof of identity,
- Special category data - Disclosure and Barring Service information,

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Why we use this data

The purpose of processing the data is to assist in the smooth running of the school/Trust and to ensure the following:

- To ensure the safety of the staff, students and visitor/third party.
- To enable third parties to be paid for their services.
- To ensure the contract terms are met.
- To assess the quality of services offered.

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Special Category Data

The school/Trust collects and processes some personal information that is classed as special category data under the DPA and GDPR. Special category data is personal data that is classed as more sensitive than other personal information and therefore requires greater protection.

The special category data which the school/Trust may process about you is criminal record and DBS information.

To lawfully process special category data, the school/Trust must have a lawful basis under Article 6 GDPR and a separate condition for processing the data under Article 9 GDPR.

The lawful basis under Article 6 GDPR for obtaining your criminal record DBS data is a contractual one. The separate condition for processing this information is under Article 9(2)(b).

Due to the sensitive nature of special category data, special care will be taken when collecting, processing and sharing this information.

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Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use your personal information where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

The above is in accordance with legal bases set out under Article 6 and the processing of special categories of personal data under Article 9 of the General Data Protection Regulations (GDPR).

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Collecting this personal data

Whilst most of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

We collect your personal information at the commencement of the contract or before we arrange for you to attend and visit our school/academy.

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How we store this data

We create and maintain records of all third parties that we contract with. These records are held securely on our electronic system. In some instances, we may keep paper records, e.g. a paper-based signing sheet. All records are held securely.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred paper-based records, and override electronic files. We may also use an outside company to safely dispose of electronic records and paper records. Care will be taken to ensure that any external company is a reputable one who will provide certificates and assurances for the safe disposal of such information.

We keep information about you on computer systems and paper. There are strict controls on who can see your information.

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Data Sharing – who we share any personal data with and why

Who we share this information with

We may be required, by law, to pass on some of this personal data to:

- our local authority – in some instances depending on the nature of the service provided.
- Our Governors/Trustees.
- Finance Auditors.

We will not share information about you with third parties without your consent unless the law allows us to. Some examples of who we may share your data with include:

- Other suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll,
- Financial organisations,
- Our auditors,

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Other Rights - Requesting access to your personal data:

Under data protection legislation, you have the **right to request access** to information about you that we hold. To make a request for your personal information, contact the Data Protection Officer and Head Teacher in the first instance.

You also have the following rights:

Your right to rectification – you may have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information that you think is incomplete.

Your right to erasure – you have the right to ask us to erase your personal information in certain circumstances. We will only be able to do this in circumstances when the law and/or our policies allow.

Your right to restriction of processing – you have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing – you have the right to object to the processing of your personal information in certain circumstances. For example:

- prevent processing for the purpose of direct marketing,

- object to decisions being taken by automated means,
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

Your right to data portability – you have the right to ask that we transfer the personal information we hold about you to another organisation in certain circumstances.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with our Data Protection Officer in the first instance.

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Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

The Data (Use and Access) Act 2025 states that individuals must submit any complaint regarding data rights to the Data Controller. Please raise any complaint with us. You can find further information regarding complaints in our Data Protection Policy.

To make a complaint, please contact our Data Protection Officer. You can find the details in the 'contact us' section.

Following the outcome of your complaint to us if you remain unhappy, you can raise a complaint to the Information Commission:

- Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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Contact us

If you have any questions, concerns or would like more information about anything mentioned please contact the Data Protection Officer, Debbie Pettiford (info@thedpadviceservice.co.uk).

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