



## How we use supplier information Privacy Notice

The information we collect, process, hold and share of school suppliers include:

- Contact details of supplier, address, telephone number, e-mail address and contact name
- Payment details, bank account details, VAT registration number and tax declarations
- Previous orders including invoices, delivery notes, credit notes, quotations

Why we collect and use this information

We use school suppliers data to:

- Process orders and fulfil contractual requirements in accordance with Local Authority regulations
- Pay for goods and services, and to repeat previous orders/services

The lawful basis on which we process this information

We collect and use school suppliers information, in line with Article 6 and Article 9 of the GDPR. We process this information for a number of legal bases. These include:

- consent has been given for the processing
- processing is necessary for the performance of a contract with you
- processing is necessary for compliance with a legal obligation
- processing is necessary to protect the vital interests of you or another person linked to the school
- processing is necessary to carry out tasks in the public interest
- processing is necessary for the purposes of legitimate interests pursued by the school.

The school carries out an extensive data mapping process in which we analyse and justify: the need and lawful basis to collect information, the manner in which the information is secured and stored, who that information is shared with, and how long we retain that information.

Collecting this information

Data is collected directly from the supplier or the supplier's representative upon initial contact.

Storing this information

We securely hold supplier details (as outlined above) in accordance with the legal requirements and guidance through our Local Authority for the period no longer than necessary, currently 6 years plus the current year. Where possible all details are minimised, unless required by law. 2

## Who we share this information with

The information you provide to us will be accessed by our staff along with our Local Authority due to legal requirements. We would not share your data to any third party not specified without your prior consent to do so.

If you have a concern about the way we are collecting or using data, we ask that you raise your concern with us in the first instance by contacting Mrs K Reed, email [office@backworthparkprimary.org.uk](mailto:office@backworthparkprimary.org.uk) or phone 0191 815 8000

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>