



## **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
- Payment information – e.g. bank details where required only
- Emergency Contact Information – e.g. where students are working in school
- Medical Information – e.g. for students working in school

This list is not exhaustive – to access the current list of information the school processes, please see the school's Data Asset Register, which can be requested from the school office or Data Protection Administrator.

### **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:

- to support the fulfilment of School contracts;
- to arrange and pay for the provision of goods and services to the School;
- to monitor and report on contractor performance; and
- to keep visitors and contractors safe on our premises.

Under the Data Protection Act (2018) and the included reference to the GDPR, the lawful bases we rely on for processing personal information relating to supplier representatives and professional contacts are:

1. Clause (b), Article 6 of the General Data Protection Regulation: “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract”

This lawful basis is our grounds for processing personal information to support the fulfilment of School contracts and to arrange and pay for the provision of goods and services to the School.

2. Clause (d), Article 6 of the General Data Protection Regulation: “processing is necessary in order to protect the vital interests of the data subject or of another natural person” This lawful basis is our grounds for processing personal information to keep contractors and visitors safe on our premises.

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

We collect your personal information via the following methods:

- Data is collected directly from the 3<sup>rd</sup> party or the 3<sup>rd</sup> party’s representative upon initial contact.
- Student Data Collection Forms provided by 3<sup>rd</sup> party students at induction
- DBS information for the safeguarding of pupils

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 Policy, which can be requested from the school office or Data Protection Administrator.

For more information about how we securely store your information, please see the school’s Data and Cyber-security Breach Prevention and Management Plan, which can be requested from the school office or Data Protection Administrator.

## **Who do we share your information with?**

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

## **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.

## **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 Janine White, Data Protection Administrator on [j.white@rdees.org.uk](mailto:j.white@rdees.org.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. The DPO can be contacted at [dpo.schools@northtyneside.gov.uk](mailto:dpo.schools@northtyneside.gov.uk). 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 DPO on [dpo.schools@northtyneside.gov.uk](mailto:dpo.schools@northtyneside.gov.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 29 February 2024.

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

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

Janine White

Data Protection Administrator

Email: [j.white@rdees.org.uk](mailto:j.white@rdees.org.uk)

Tel: 0191 263 8139

Or

Data Protection Officer (for Schools)

Law and Governance

North Tyneside Council

Quadrant

North Tyneside,

NE27 0BY

Tel No: (0191) 643 2333

Email: [DPO.Schools@northtyneside.gov.uk](mailto:DPO.Schools@northtyneside.gov.uk)

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [Welcome to Richardson Dees Primary School \(eschools.co.uk\)](https://www.eschools.co.uk), the Gov.UK [website](https://www.gov.uk), or download our Data Protection Policy and Records Management Policy from the following link to our Website, [GDPR Policies](#).