

Privacy notice for suppliers of goods and services

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Owner:	Trust GDPR, Governance and Compliance Lead

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All policies and procedures are available from Oxlip Learning Partnership (the Trust) School Offices, along with the Trust Privacy Notices and Record Retention Policy, which provide specific details in accordance with the GDPR principles.

1. Introduction

Under UK data protection law, individuals have a right to be informed about how our trust, either directly or through one or more of our schools, uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **suppliers of goods and services that the trust, either directly or through one of our schools, contracts with, including their individual representatives, employees and agents**. References to "you" in this privacy notice cover all of these individuals.

Our data protection officer is:

- Schools' Choice data.protection@schoolschoice.org Concertus House, 2 Friars Bridge Road, Ipswich, Suffolk, IP1 1RR. Tel: **0300 123 1420 option 5**

For contact details, please see section 10 'Contact us'.

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Names, characteristics and contact details (including email addresses and phone numbers)
- Identification documents will be viewed if visiting the school
- References, CVs and details of an individual's employment history, if collected as part of a bidding, tendering or engagement process
- Bank details and other financial information where it relates to an individual, such as if you're operating as a sole trader
- Any other personal information necessary to fulfil the terms of a contract we have with you
- Information relating to visits to the school, e.g. the individual's company or organisation name, arrival and departure time, vehicle number plate
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

If our contract with you requires you to visit or carry out any work at our school sites/premises, our privacy notice for visitors to the school will also apply. Copies of all our Privacy Notices can be found on the Trust website: www.oxlip.uk

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any access arrangements that may be required
- Photographs for identification purposes
- CCTV images captured on the school site

We may also hold data about you that we have received from other organisations, including other schools or trusts and social services.

When logged into the school or Trust IT system or using the internet, all key-strokes are monitored by the filtering and monitoring system. This is to ensure the online safety of our whole school community.

3. Why we use this data

We use the data listed above to:

- a) Decide whether to engage you
- b) Fulfil the terms of our contract with you, including payment
- c) Keep accurate records of the suppliers that we use
- d) Identify you while on the school site, and keep all individuals safe
- e) Keep pupils and staff safe while you are on the school site

- f) Keep accurate records of visits to the school
- g) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations.

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (please see section 10 'Contact us').

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any suppliers' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

3.3 Use of your personal data for filtering and monitoring purposes

While you're in any of our Trust's schools, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, Acceptable use of IT policy) and our legal obligations
- Keep our network and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- For the purposes of a) to e) from section 3 above, in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a trust as set out here:
 - Keeping Children Safe in Education – statutory guidance for schools and colleges
 - The Academies Handbook
- For the purposes of a) to g) from section 3 above, in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out here:
 - Keeping Children Safe in Education – statutory guidance for schools and colleges
 - The Academies Handbook
 - The Equality Act 2010

This is necessary for disclosing data to a third party such as the Police and Local Authority where we are legally obligated to do so.

- For the purposes of c) from section 3 above, in accordance with the 'consent' basis – we will obtain consent from you to use your personal data
- For the purposes of c) from section 3 above, in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation

- For the purposes of b), d) and e) from section 3 above, in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us

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 would go about withdrawing consent if you wish to do so.

Please note that there are some circumstances where the School will not be able to accept your request for consent withdrawal as we may be relying on another justification for processing your data.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals

6. How we store this data

We keep personal information about you while you work with our trust or 1 or more of our schools. We may also keep it beyond your work with our trust or one or more of our schools if this is necessary. Our record retention schedule sets out how long we keep information about suppliers.

A copy of our record retention schedule is available on the Trust website: www.oxlip.uk

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority Suffolk County Council – to meet our legal obligations to share certain information with them, such as safeguarding concerns
- Government departments or agencies – to meet our legal obligations
- Department for Education (DfE)
- Our regulator, Ofsted - to comply with a public task, such as fulfilling inspection requirements on safeguarding
- Suppliers and service providers:
 - Insurance providers
 - Our legal advisers acting on the behalf of the Trust – for legal matters
 - Data Protection Officer – for advice on data breach and subject access requests
- Financial organisations e.g.:
 - HMRC – for tax purposes
- Our auditors – to comply with a public task in order to meet certain financial obligations, such as our conditional funding agreement and the academies handbook
- Health authorities – to comply with a public task in order to meet certain reporting obligations, such as alerting Public Health England of a reportable disease
- Health and social welfare organisations – any information shared would be with the consent of the employee, such as supporting an access to work claim
- Professional advisers and consultants – to fulfil our public task of meeting educational needs and requirements, such as meeting our Key Performance Indicators
- Police forces, courts, tribunals – to meet our legal obligation to share certain information, such as a safeguarding concern or financial information.

7.1 Transferring data internationally

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it

- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (please see section 10 'Contact us').

8.2 Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data where it is likely to cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected or blocked
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office if you feel we have not used your information in the right way
- Claim compensation for damages caused by a breach of the data protection regulations

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

See information on types of lawful basis in section 4 of this privacy notice.

To exercise any of these rights, please contact us (see 'Contact us' below).

9. 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. You can make a complaint to us at any time by contacting your school (please see section 10) or the Trust GDPR Lead, Sarah Stringer on mail@oxlip.uk

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

Our data protection officer is:

- Schools' Choice, data.protection@schoolschoice.org

However, our **data protection leads** have day-to-day responsibility for data protection issues in our Trust and schools.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

The Trust	Sarah Stringer	mail@oxlip.uk
Bacton Primary School	Donna Simonds	admin@bactonschool.org.uk
Britannia Primary School	Rachael Gough	office@britannia.suffolk.sch.uk
Cedars Park Primary School	Caroline Knights	admin@cedarspark.suffolk.sch.uk
Copleston High School	Trenica King	mail@copleston.suffolk.sch.uk
Mendlesham Primary School	Donna Simonds	admin@mendleshamschool.org.uk
Rose Hill Primary School	Georgie Gough	mail@rosehillprimary.net
Stowupland High School	Magda Coppen	enquiries@stowuplandhighschool.co.uk