

**Suppliers Privacy Notice**

**Categories of Personal Data we process**

We process personal data relating to suppliers we engage, to provide goods and services at our schools. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

* Contact details (e.g. phone number, address, email address)
* Bank account details, payroll records, National Insurance number and tax status information

**How we use Personal Data**

The purpose of processing this data is to help us run the Trust and its constituent schools including to:

* Enable you to be paid
* Facilitate communications between us and yourselves around contractual matters

**Collecting and using Personal Data in this way is lawful because:**

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

**How we collect Personal Data**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. 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.

**How we store Personal Data**

Your information is kept secure and is only used for purposes directly relevant to the goods or services you offer. Your information be held in accordance with the Trust’s Records Retention Policy.

**Data Sharing**

We will not share information about you with third parties without your consent unless the law allows us to. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

* Financial organisations - in order to meet our contractual obligations in facilitating banking and financial services
* Our auditors - to meet our legal obligations to share data in order to ensure compliance to relevant legislation
* Our finance system provider – to meet our legal obligations to record our financial activity

If we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

**How long we keep your personal information**

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Records Retention Policy which can be found on our website.

**Your rights**

You have the right to:

* Ask for access to your personal information
* Ask for rectification of the information we hold about you
* Ask for the erasure of information about you
* Ask for our processing of your personal information to be restricted
* Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Trust’s Data Protection Officer are as follows:

Data Protection Officer, The Active Learning Trust c/o Isle of Ely Primary School Road Ely Cambridgeshire CB6 2FG

Email: dataprotection@activelearningtrust.org

More information about your rights is available in our Data Protection Policy which is on our website

<https://www.activelearningtrust.org/about/information-governance>

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Trust’s Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner’s Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.