

## Great Academies Education Trust

### Privacy Notice (How we use suppliers' information)

#### The categories of workforce information that we collect, process, hold and share include:

We process the following categories of your data:

Personal data: Name, email address, company telephone number, company address, bank details, VAT number.

#### Why we collect and use this information

We use this data to:

- Procure good/services
- To allow the trust to pay for these goods/services

#### The lawful basis on which we process this information

We process this information

1. Because it is necessary for the **contracts** we have with suppliers (and as described in Article 6 of the General Data Protection Regulation);
2. Because it is necessary for complying with our **legal obligations** (and as described in Article 6 of the General Data Protection Regulation);
3. Because processing of special category data is necessary for carrying out our **legal obligations** in the field of employment and under social protection law (as described in Article 9 of the General Data Protection Regulation).

#### Collecting this information

We have obtained your personal data from you directly.

#### Storing this information

Your data is stored on our accounting system (Civica Resource Financials) in order to allow us to pay for goods/services provided to the trust.

We will keep your data throughout our customer relationship with your organisation unless you instruct us to erase data sooner.

We keep your personal data for no longer than reasonably necessary which meet our legal requirements. Examples include: in case of any legal claims/complaints; for safeguarding purposes etc.

#### Who we share this information with

Your personal data will be treated as strictly confidential, and will be shared only with employees of Great Academies Education Trust or authorised third party organisations which will only use your data in accordance with the GDPR. The organisations must have provided their privacy notice.

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

<https://www.gov.uk/government/organisations/department-for-education> in order to comply with statutory requirements

<https://www.gov.uk/government/organisations/hm-revenue-customs> in order to comply with statutory reporting

<https://www.co-operativebank.co.uk/business> in order to allow the Trust to make payments and process the Trust's finances

<https://www.civica.com/en-gb/> in order to process the Trust's finances

<https://www.rsmuk.com/> in order to audit the Trust's accounts

<http://neopeople.net/> in order to process the Trust's payroll

<https://www.gov.uk/government/organisations/ofsted> in order to provide support to the Trust

If you require further information about these services, please contact our DPO.

## 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 Charlotte Treglown at Great Academies Education Trust.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- 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

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. If your concerns are not addressed to your satisfaction, you can contact the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

## Further information

If you would like to discuss anything in this privacy notice, please contact: Charlotte Treglown at Great Academies Education Trust.