



# GDPR Privacy Notice Third Parties

## Who processes your information?

The school is the data controller, and they control any personal data that is provided. This means they determine the purposes for, and the manner, in which any personal data relating to third parties is processed.

Mrs Sarah Badger is the data protection officer (DPO). Their role is to oversee and monitor the school's data processing practices. This individual can be contacted on 01707262556 or [dpo@greenlanes.herts.sch.uk](mailto:dpo@greenlanes.herts.sch.uk) if you have any queries pertaining to how the school processes data.

Where necessary, third parties may be responsible for processing any personal information you provide. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with your privacy rights – the school is bound to the same requirements as third parties to ensure the security of personal data.

## Why do we need your information?

Green Lanes Primary School has the legal right and legitimate interest to collect and process personal data relating to those contracted to work at the school. The school processes personal data in order to meet the statutory safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Keep Children Safe in Education 2016

Third parties' personal data is also processed to assist in the running of the school, and to enable individuals and organisation to be paid.

If third parties fail to provide their personal data, there may be significant consequences. This includes the following:

**Employment checks:**

- Failure to provide the school with ample proof of a right to work in the UK will prevent hire at Green Lanes Primary School
- Third party companies or individuals found to be working illegally could face prosecution by law enforcement officers

**Salary requirements:**

- Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments

**For which purposes are your personal data processed?**

In accordance with the above, third parties' personal data is used for the following reasons:

- Contractual commitments
- Employment checks e.g. right to work in the UK
- Salary requirements

**Which data is collected?**

The personal data the school will collect from third parties' include the following:

- Name of organisation
- Contact information of organisation
- Name of point-of-contact
- Contractual agreements
- Remuneration details

The collection of personal information from third parties will benefit the school by:

- Improving the management of third-party data
- Enabling the development of a comprehensive picture of the third parties used and how they are deployed
- Informing the development of contracts and retention policies
- Allowing better internal financial modelling and planning

**Will your personal data be sought from third parties?**

Third parties' personal information is only sought from the data subject. No third parties will be contacted to obtain third parties' personal data without the data subject's consent.

Personal data may be obtained and processed from other third parties where the law requires the school to do so e.g. payment information.

## **How is your information shared?**

Green Lanes Primary School will not share your personal information with any other third parties without your consent, unless the law allows us to.

## **How long is your data retained for?**

Third party personal data is retained in line with the school's Records Management Policy.

Personal information may be retained for the different periods of time depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely if there is no such need for it to be.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Records Management Policy from the school website or contact Sarah Badger, the DPO for a copy – [dpo@greenlanes.herts.sch.uk](mailto:dpo@greenlanes.herts.sch.uk).

## **What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have the legal right to:

- Request access to the personal data that Green Lanes Primary School holds
- Request that your personal data is amended
- Request that your personal data is erased
- Request that the processing of your data is restricted
- Request to obtain and reuse your personal data for your own purposes across different services
- Object to your consent being obtained
- Request that your personal data is collected using automated processing

Where the processing of your data is based on your explicit consent, you have the right to withdraw this at any time. This will not affect any personal data that has been processed prior to withdrawing consent. You can withdraw consent by emailing a formal request to Sarah Badger, the school DPO on [dpo@greenlanes.herts.sch.uk](mailto:dpo@greenlanes.herts.sch.uk).

Third parties also have the right to lodge a complaint with the ICO in relation to how Green Lanes Primary School processes their personal data. If a third party wishes to make a complain to the ICO, they can do so on the ICO's website or they can call their helpline on 0303 123 1113.

## How can you find out more information?

If you require further information about how we store and use your personal data, please visit our website <http://www.greenlanes.herts.sch.uk/> , or download our GDPR Data Protection Policy and Records Management Policy – these policies are available in printed form upon request by contacting our DPO.

## Declaration

I, \_\_\_\_\_, declare that I understand:

- Green Lanes Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- There may be significant consequences if I fail to provide the personal data Green Lanes Primary School requires
- Green Lanes Primary School will not share my data to any other third parties without my consent, unless a law requires the school to do so
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties
- My rights to the processing of my personal data.

Name of company:

Name of contact:

Signature of person of contact:

Date: