



MacIntyre Academies

Privacy Notice for Suppliers

This privacy notice explains how MacIntyre Academies Trust collects, uses, stores and shares personal data relating to suppliers.

For the purposes of this notice, a supplier means any individual or organisation that provides goods or services to us, whether those services are:

- Purchased, commissioned or paid for; or
- Provided free of charge, including voluntary, charitable, grant-funded, or in-kind services.

This includes individuals working for or on behalf of suppliers, such as directors, employees, agency staff, volunteers and representatives.

- The Data Controller for the purposes of data protection law is **MacIntyre Academies Trust (MAT)**
- The Data Protection Officer (DPO) is **GDPR in Schools Ltd**
- The Trust point of contact for data protection matters is **the Head of Operations**.

All contact details are listed at the end of this document.

The personal data we hold

We may collect, store and use the following types of personal information about suppliers and their representatives.

Identification and contact information:

- Name, job title and organisation
- Business address, email address and telephone number
- Emergency contact details (where required for on-site services).

Contractual and engagement information:

- Details of goods or services provided (paid or unpaid)
- Contract, agreement or commissioning details, including start and end dates
- Invoicing, payment or funding information where applicable.

Safeguarding and compliance information:

- Written confirmation that appropriate safer recruitment checks (including DBS checks where required) have been completed
- Evidence of identity where appropriate to verify individuals attending our sites
- Right to work confirmation where legally required.

Operational and security information:

- Site access records, signing-in logs and correspondence
- Health and safety information relevant to the services provided.

We only collect personal data that is necessary, proportionate and relevant to the services being provided. Where required copies of these documents will be held and then destroyed as per the MAT Data Retention Schedule.

Why we use this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Manage and administer supplier relationships, including services that are paid for or provided free of charge
- Ensure safeguarding, security and welfare, particularly where suppliers work on or around academy premises
- Verify identity and compliance checks in line with safeguarding guidance, including Keeping Children Safe in Education (KCSIE)
- Comply with legal and regulatory obligations, including financial, safeguarding and audit requirements
- Communicate effectively with suppliers about service delivery.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests).

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 go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the academy's use of your data.

Our legal basis for using this data

We process personal data under one or more of the following lawful bases:

- Legal obligation – e.g. safeguarding, right to work, financial record-keeping
- Legitimate interests – to manage services, protect learners, staff and visitors, and operate effectively
- Contract – where services are purchased or formally commissioned
- Public task – in the delivery of education and related services.

Where consent is required, this will be made clear and may be withdrawn at any time.

Collecting this information

We collect personal data:

- Directly from suppliers or their representatives
- From agencies, commissioning bodies or third parties where appropriate
- From publicly available sources where lawful and relevant.

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.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Relevant staff within the MAT or academy
- Safeguarding partners and statutory bodies where required by law
- The Disclosure and Barring Service (DBS), where applicable
- Finance, audit and compliance providers
- Law enforcement or regulatory bodies where legally required.

How we store this data

Personal data relating to suppliers is retained only for as long as necessary to meet legal, contractual, safeguarding and operational requirements.

Retention periods are set out in our MAT Data Retention Schedule, which reflects:

- The nature of the service (paid or unpaid)
- Safeguarding considerations, including but not limited to KCSIE; and
- Statutory limitation periods.

Data security

We take appropriate technical and organisational measures to protect personal data from unauthorised access, loss, alteration or disclosure.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

Individuals have a right to make a ‘**subject access request**’ to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- 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 our Data Protection Officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to 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, deleted or destroyed, or restrict processing
- Claim compensation for damage caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our Data Protection Officer.

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. To make a complaint, please contact our **Data Protection Officer** (details below). Alternatively, you can make a complaint to the Information Commissioner's Office:

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer** (either GDPR in Schools Ltd or the Head of Operations for MacIntyre Academies):

Data Protection Officer
GDPR in Schools Ltd
11 Kingsley Lodge
13 New Cavendish Street
London
W1G 9UG

Head of Operations MacIntyre
Academies Seeback House
1 Sebeck Place, Knowlhill, Milton
Keynes
MK5 8FR

Email dpois@gdpr.school

Email info@macintyreactademies.org

Changes to this notice

We may update this privacy notice from time to time. The most recent version will always be available on our website.