



GDPR privacy notice for third parties

On the 25th May 2018 the UK will introduce the General Data Protection Regulations (GDPR) which are designed to keep your data safe. As a school we have a legitimate right to collect and process your data. This notice sets out what data we collect, why we collect it, how we process and retain it and your rights in regards to that data.

Third parties include Governors, long-term supply staff who are employed under a service agreement, volunteers who are in school on a weekly basis and long-term contractors.

~~This document is intended for information purposes only. The intention is to provide examples of elements, structures and information commonly found in privacy notices. This information should not be used as an alternative to professional legal advice. Hub4Leaders will not be liable in respect of any special, indirect or consequential loss or damage as a result of the use of this document.~~

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Who processes your information?

In the context of GDPR 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. Ms Morris & Ms Woods are the data protection officers (DPOs). Their role is to oversee and monitor the school's data processing practices. They can be contacted on 0191 643 2890 or whitehouse.primary@northtyneside.gov.uk if you have any queries pertaining to how the school processes data.

Why do we need your information?

Whitehouse Primary School has the legal right and a 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
- Keeping Children Safe in Education 2016

If a third party fail to provide their personal data they may be refused the right to enter or work in the school.

For which purposes are your personal data processed?

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

- Contractual requirements (if applicable)
- Employment checks, e.g. right to work in the UK
- Safeguarding obligations

Which data is collected?

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

- Name, address and date of birth
- DBS reference number and issue date
- Confirmation of right to work in the UK

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.
- Allowing better internal financial modelling and planning.

Will your personal data be sought from third parties?

Third parties' personal data will be sought from teaching supply agencies as necessary and confirmation will also be sought from the data subject. No other third parties will be contacted to obtain personal data without the data subject's consent. We will not request any information other than what is outlined above.

How is your information shared?

As part of our statutory obligations, Whitehouse Primary School is required to share 3rd party information obtained for our Single Central Record with the School Development Partner (NTC) and OfSted inspectors. If a person is on long-term supply then personal information may be shared with DfE as part of school census arrangements. We will not share information with any other 3rd party without obtaining consent.

How long is your data retained for?

Third party personal data is retained in line with the school's record 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 our Ms Morris, our DPO for a copy.

What are your rights?

As the data subject, you have specific rights to the processing of your data. You have a legal right to:

- Request access to the personal data that Whitehouse 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 writing to the School Business Manager.

Third parties also have the right to lodge a complaint with the ICO in relation to how Whitehouse Primary School processes their personal data. If a third party wishes to make a complaint 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, www.whitehouseprimary.org.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.

PLEASE DETACH AND RETURN TO THE SCHOOL OFFICE

Declaration

I, _____ declare that I understand:

- Whitehouse Primary School as a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data Whitehouse Primary School requires.
- Whitehouse Primary School will not share my data to any other third parties without my consent, unless the 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 data is retained in line with Whitehouse Primary School's Records Management Policy.
- My rights to the processing of my personal data.

Name of company/employer (if applicable): _____

Name of person: _____

Signature of person: _____

Date: _____