

Privacy Notice for Suppliers of Goods and Services

St Bede's Catholic College

Long Cross, Lawrence Weston, Bristol, BS11 0SU

We are the 'data controller' for the purposes of UK data protection law.

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1. Introduction

This privacy notice explains how we collect, store and use personal data about suppliers of goods and services that the school contracts with, including their representatives, employees and agents. References to "you" cover all of these individuals.

2. The personal data we hold

We may collect, use, store and share (when appropriate) the following personal data: -
Name, contact details and company details - References, CVs, and employment history (if

provided in a tendering process) - Bank details and financial information (e.g., if you are a sole trader) - Information relating to visits to the school (e.g., vehicle registration) - Usage of our IT systems while on site - Access requirements or health information needed for safety purposes - CCTV images captured on site - Photographs for identification purposes

We may also hold information about you received from other organisations, such as local authorities.

3. Why we use this data

We use the above data to: - Decide whether to engage you - Fulfil our contract with you (including payment) - Keep accurate supplier records - Identify you on site and ensure safety - Maintain the security of our systems and premises

We only use your personal information for the purposes we collected it for unless we reasonably consider another purpose to be compatible with the original one. If we need to use it for an unrelated purpose, we will inform you.

4. Our lawful basis for using this data

Under UK GDPR, the lawful bases we rely on are:

- **Performance of a contract (Article 6(1)(b))** – to take steps at your request prior to entering into a contract or to fulfil our contract with you.
- **Legal obligation (Article 6(1)(c))** – to comply with the law (e.g., health & safety, safeguarding).
- **Public task (Article 6(1)(e))** – to perform a task in the public interest (as a maintained school).
- **Legitimate interests (Article 6(1)(f))** – for purposes which are necessary for our legitimate interests and which do not override your rights, such as maintaining the security of our systems.
- Where none of the above apply and we ask for your consent (Article 6(1)(a)), you have the right to withdraw your consent at any time.

For special category data (e.g., health information, access needs), we rely on: - Your explicit consent (Article 9(2)(a)) - Vital interests in an emergency (Article 9(2)(c)) - Substantial public interest under UK law (Article 9(2)(g)), e.g., safeguarding.

We do **not** currently use your personal data for automated decision-making or profiling.

5. Collecting this data

Most information comes directly from you, but we may also obtain data from: - Local authorities - Government agencies - Police, courts or tribunals

We will always make it clear which information is mandatory and which is optional.

6. How we store this data

We keep personal information for as long as necessary to fulfil the purposes we collected it for, including legal and accounting requirements. For details, please request our Records Management Policy by emailing walkerc@stbccc.org.

We have appropriate security measures in place and dispose of data securely when no longer required.

7. Who we share data with

We may share your data, where legally required or necessary, with: - Bristol City Council (our local authority) - Department for Education - Ofsted - Service providers (e.g., catering, IT, HR consultants) - Financial organisations, auditors - Health & safety advisers - Security and safeguarding organisations - Police, courts or tribunals - Our professional advisers and insurers

We do **not** share your information with third parties for marketing purposes.

Transferring data internationally

Where we need to transfer your personal data outside the UK, we will ensure appropriate safeguards (such as standard contractual clauses) are in place. You can request a copy of these by contacting us.

8. Your rights

You have the right to: - Access your personal data (via a Subject Access Request) - Have inaccurate data corrected - Have your data erased in certain circumstances - Restrict processing in certain circumstances - Object to processing where we rely on public task or legitimate interests - Withdraw consent where you have given it - Receive your data in a portable format (where applicable) - Complain to the Information Commissioner's Office (ICO)

To exercise your rights, contact us using the details below.

9. Complaints

If you have concerns about our use of your personal data, you can: - Contact our Data Protection Officer: Mrs M Cheshire, email: cheshirem@stbcc.org, phone: 0117 377 2200 - Contact the ICO:

- Online: <https://ico.org.uk/make-a-complaint/>
- Phone: 0303 123 1113
- Write: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

For questions or to exercise your data protection rights, contact:

Mrs M Cheshire (Data Protection Officer)

Email: cheshirem@stbcc.org

Phone: 0117 377 2200
