



SPRINGWOOD PRIMARY SCHOOL

PRIVACY NOTICE FOR SUPPLIERS

Executive Head Teacher: Mrs. Jacqui Wennington

Head Teacher:	Jacqui Wennington
Date written:	January 2018
Reviewed by:	Val Williams
Review Date:	September 2025
Next Review	September 2026
Published on the Website:	1 st October 2025

Privacy Notice

Why do we collect and use Supplier's data?

We collect and use Supplier's information under The Data Protection Act 1998, which is designed to ensure that personal data held by the council is looked after properly. We will collect, use, and store personal data about you according to the principles set down in the Data Protection Act.

The rules which govern the council's use of personal data are the Data Protection Principles which state, in accordance with article 6 of The General Data Protection Regulations (GDPR) coming into force May 2018, data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to countries without adequate protection

We use the Supplier's data:

- For Order Processing
- For Account Management
- For support services
- Offsite backups
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of data that we collect, hold and share include:

- Company name, address, telephone number and email address and VAT number
- Contact name
- Payee Name and invoice address
- Banking details

Collecting information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing data

Supplier's data is stored in a combination of our accounting system which is Sims FMS data base and Microsoft 365. Both are environmentally managed and redundant UK based Data Centres. Hardcopy purchase orders and invoices are stored in a locked cupboard or room with limited unsupervised access.

All electronic data is backed up off site on the cloud.

We hold supplier's data for periods of time as detailed below.

- Account Management: Duration of engagement plus 8 Years
- Order Processing: Duration of engagement plus 8 Years*

- Support Services: Duration of engagement plus 8 Years*
- Contracts and Service Level Agreements: Last payment on the contract plus 8 years
- Offsite Backups: Duration of the contract plus 2 years

Who do we share Supplier information with?

We routinely share supplier information with:

- our Local Authority
- the Department for Education (DfE)
- LINK Education Trust
- Fingertips solutions
- RM
- Capita
- School comms
- Access

Why we share supplier information

We do not share information about our suppliers with anyone without consent unless the law and our policies allow us to do so.

We share supplier's data with the Local authority on a statutory basis. This data sharing underpins school funding.

All electronic data is backed up on the cloud, by Fingertip Solutions.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Val Williams – School Business Manager

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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact: DPO Val Williams School Business Manager on 0161 778 0022 or email on Springwood@thelinkeducationtrust.co.uk

- Public Communications Unit
Department for Education
Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

Tel: 0370 000 2288

Website: www.education.gov.uk

Email: info@education.gsi.gov.uk