



Suppliers Privacy Notice

To be reviewed on an annual basis by the Trust Board

History of Document

Issue No	Author	Date Reviewed	Approved by Trust Board	Comments
1	DPO	3/11/18	-	1 st issue
2	DPO	23/11/20	17/12/20	Overview, international transfers, complaints

Overview

We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully, together with any other similar or additional information that we might give you from time to time about how we collect and use your personal data. We may update this Privacy Notice at any time.

The Active Learning Trust (“the Trust”) is a multi academy trust with 21 academies. The Trust is a charitable company limited by guarantee (registration number 07903002) whose registered office is Littleport & East Cambridgeshire Academy, Camel Road, Littleport, Ely, England, CB6 1EW. The Trust is the Data Controller for all the academies within the Trust for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

Our Data Protection Officer is Mrs Caroline Driver, email: dataprotection@activelearningtrust.org. As Data Protection Officer, they are responsible for informing and advising us about our data protection law obligations and monitoring our compliance with these obligations. They also act as your first point of contact if you have any questions or concerns about data protection.

Categories of Personal Data we process

We process personal data relating to suppliers we engage, to provide goods and services at our schools. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details (e.g. phone number, address, email address)
- Bank account details, payroll records, National Insurance number and tax status information

How we use Personal Data

The purpose of processing this data is to help us run the Trust and its constituent schools including to:

- Enable you to be paid
- Facilitate communications between us and yourselves around contractual matters

Collecting and using Personal Data in this way is lawful because:

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

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

How we collect Personal Data

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. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store Personal Data

Your information is kept secure and is only used for purposes directly relevant to the goods or services you offer. Your information be held in accordance with the Trust's Records Retention Policy.

Data Sharing

We will not share information about you with third parties without your consent unless the law allows us to. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Financial organisations - in order to meet our contractual obligations in facilitating banking and financial services
- Our auditors - to meet our legal obligations to share data in order to ensure compliance to relevant legislation
- Our finance system provider – to meet our legal obligations to record our financial activity

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law. We currently transfer personal data outside the EEA as we store personal data on cloud systems based in the EEA that have backup systems that may sometimes be located outside the EEA.

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Trust's Data Protection Officer are as follows:

Email: dataprotection@activelearningtrust.org

More information about your rights is available in our Data Protection Policy which is on our website <https://www.activelearningtrust.org/about/information-governance>

Complaints/Concerns

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/complaint about our data processing, please raise this with our Data Protection Officer in the first instance.

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 (local rate)
- Call 01625 545 745 (national rate)
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please contact the Trust's Data Protection Officer [dataprotection@activelearningtrust.org]