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Privacy Notice for Suppliers of Goods and Services

Document Owner	Data Protection Officer
Last updated	August 2026
Version number	5



1. Application of the Notice

This notice is applicable to suppliers contracted with Grace Schools.

Associated Policies and Documents

This document should be read in conjunction with the following Grace Schools Policy:

Data Protection Policy

2. Introduction

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

We, Grace Schools, Grace Building, 8 High Street, Ely, CB7 4JU, are the 'data controller' for the purposes of data protection law.

3. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Names, characteristics and contact details of representatives and other individuals employed by you or working on your behalf with whom we liaise, and who are carrying out duties under your contract with us
- References, CVs and details of an individual's employment history, if collected as part of a bidding, tendering or engagement process
- Bank details and other financial information where it relates to an individual, such as if you're operating as a sole trader



- Any other personal information necessary to fulfil the terms of a contract we have with you

If our contract with you requires you or your representatives, employees or agents to visit or carry out any work at the Trust or any of our academy sites, we may also collect, use and store:

- Information relating to the visit, eg the individual's company or organisation name, arrival and departure time, car number plate
- Photographs for identification purposes
- CCTV images captured by the academy
- Information about any access arrangements that may be required

In this case, our privacy notice for visitors to the academy will also apply. This can be found on our website via:

www.graceschools.org.uk

4. Why we use this data

We use this data to:

- Decide whether to engage you
- Fulfil the terms of our contract with you, including payment
- Keep accurate records of the suppliers that we use
- Identify you and your representatives, employees and agents while on the academy site, and keep all individuals safe
- Keep pupils and staff safe while you or your representatives, employees or agents are on the academy site
- Keep accurate records of visits to the academy

5. Our lawful basis for using this data

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

- Fulfil a contract we have entered into with you
- Comply with a legal obligation



Less commonly, we may also use this personal information where:

- We need it to perform an official task in the public interest
- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (save someone's life)

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how to withdraw it.

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

6. Collecting this information

Some of the information we collect from you is mandatory, and in some cases it is optional.

Whenever we seek to collect personal information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

We will only collect the data that we need in order to fulfil our purposes, which are set out above.

7. How we store this data

We hold data securely for the set amount of time shown in our data retention schedule. Personal data is stored in accordance with our Records Management Policy which you can access via our website: www.graceschools.org.uk



8. Data sharing

We do not share information about suppliers or their representatives, employees or agents without 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 your personal information with:

- Our local authority – to meet our legal obligations to share certain information with it, such as where supplier information is relevant to a safeguarding concern
- The Department for Education
- Educators and examining bodies
- Our regulator (eg Ofsted)
- Other suppliers and service providers
- Central and local government
- Our auditors – to demonstrate that we have conducted appropriate due diligence during procurement processes
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

We do not transfer personal data to a country or territory outside the European Economic Area.

9. Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the data protection officer at dpo@graceschools.org.uk



You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

10. The right to lodge a complaint

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.

Alternatively, you can make a complaint to the Information Commissioner's Office using one of the following methods:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF9



11. Contact

If you would like to discuss anything in this privacy notice, please email the Data Protection Officer or write to the Data Protection Officer at:

The Data Protection Officer
Grace Schools
Grace Building
8 High Street
Ely
CB7 4JU

12. Version control

No.	Status of document/changes	Prepared by	Reviewed by	Approved by	Date of approval
1.	Baseline policy introduced				
2.	Amended for GDPR	Data Protection Officer		Standards & Ethos Committee	September 2018
3.	Updated to reflect revised DfE Guidance	Joint Data Protection Officer	Joint Data Protection Officer		August 2022
4.	Minor changes	Data Protection Officer		CEO	July 2025
5.	Rebranding from DEMAT to Grace Schools	Data Protection Officer		CEO	August 2026

This document will be reviewed every two years.

The document was reviewed in January 2024 with no changes being made.