



Horizons Therapeutic Education Trust




Privacy Notice for Suppliers

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CONTENTS

Section		Page Number
1	How we use supplier contact information	4
2	The categories of data we may collect	4
3	Why we collect and use this information	4
4	How we keep supplier information secure	5
5	Storing supplier contact information	5
6	Who and why we share supplier information with	5
7	Requesting access to your personal data	5
8	Withdrawal of consent and the right to lodge a complaint	5
9	Contact	6
10	Linked Policies	6

1. HOW WE USE SUPPLIER CONTACT INFORMATION

This Privacy Notice explains how and why Horizons Therapeutic Education Trust (HTET) and our Learning Centres collect, use, and protect the personal information of our supplier contacts. It provides a guide to our legal obligations and your rights. Like any organisation which handles personal data, HTET is the 'Data Controller' and as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR).








2. THE CATEGORIES OF DATA WE MAY COLLECT

We may collect the following data about our supplier contacts:

Identification Information	Name, gender, vehicle registration number, copy of identification documents
Contact Information	Email address, telephone number, postal address
Your Role	Job titles, areas of responsibility, name of employer (CV and employment history, if collected as part of a bidding, tendering or engagement process)
Images	CCTV or vehicle camera footage, photographs, video call recordings
Financial and payment Information	Bank account details and other financial information where it relates to an individual, such as if you're operating as a sole trader.
Certifications or Membership Numbers	Accreditation to industry standards or membership trade associations
Other Information we may hold	Personal data that is available publicly, such as employment history, directorships or company house information Any other personal data you choose to share with us (such as allergies or dietary requirements) or access arrangements.




3. WHY WE COLLECT AND USE THIS INFORMATION

We use supplier contact data:

-  To decide whether to engage with you.
-  To establish, manage, and maintain our contractual relationship, including but not limited to communication, order processing, invoicing, and payments.
-  Keep accurate records of the suppliers that we use.
-  Identify you and your representatives, employees and agents while on school site, and keep all individuals safe.
-  Keep pupils and staff safe while you or your representatives, employees or agents are on the school site.
-  Keep accurate records of visits to the school.
-  To comply with our statutory obligations.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

-  Performance of Contract: Your organisation and ours are parties to the contract

-  Comply with a legal obligation.
-  Perform an official task in the public interest
-  We have obtained consent to use it in a specific way

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

4. HOW WE KEEP SUPPLIER CONTACT INFORMATION SECURE

We have implemented appropriate technical and organisational measures to ensure the security of your personal data against unauthorised or unlawful processing, accidental loss, destruction, or damage.

5. STORING SUPPLIER CONTACT INFORMATION

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact MLCOffice@horizonstet.co.uk.

6. WHO AND WHY WE SHARE SUPPLIER CONTACT INFORMATION WITH






We may share your personal data internally within Horizons Therapeutic Education Trust, our Learning Centres and third-party service providers who assist in fulfilling our contractual obligations.

All third parties are required to take appropriate security measures to protect your personal data.

7. 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 MLCOffice@horizonstet.co.uk.

Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

-  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; or
-  not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

8. WITHDRAWAL OF CONSENT AND THE RIGHT TO LODGE A COMPLAINT

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting MLCOffice@horizonstet.co.uk.

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time

9. CONTACT

If you would like to discuss anything in this privacy notice, please contact: MLCOffice@horizonstet.co.uk.

10. LINKED POLICIES

HTET Data Protection Policy
HTET Data Retention Schedule
HTET Privacy Notices (all)