

Privacy notice – how the Trust uses information from third parties

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

This privacy notice explains how we collect, store and use personal data about third parties.

We, the Bishop Hogarth Catholic Education Trust, The Headlands, Darlington, DL3 8RW are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Julian Kenshole (see 'Contact us' below).

The personal data we hold

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

- Personal information – e.g. name of organisation/individual, contact information, address, e mail
- Contract information – e.g. position, roles, payment / salary information, contract start date, contract end date
- Qualifications, where relevant
- Trade registration details
- DBS
- Bank details
- Company registration
- VAT registration

This list is not exhaustive.

Why we use this data

We use this data to:

- To improve the management of third-party data
- To enable the development of a comprehensive picture of the third parties used by the school and how they are deployed
- To inform the development of contacts and retention policies
- To allow better internal financial modelling and planning
- To allow individuals/organisations to be paid

Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- 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 the individual's vital interests (or someone else's interests), for example, if we need to provide emergency medical care

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting personal data overlap, and there may be several grounds which justify our use of this data. For third parties the legal basis/bases we rely on for processing personal information for general purposes are for the purpose of allowing individuals/organisations to be paid, in accordance with the lawful basis of contract.

How do we collect your information?

We collect your personal information via the following methods:

- Contracts
- Employment forms
- Invoices

Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store this data?

Our [Data Protection Policy](#) sets out how long we keep information about you. You may obtain a copy from our website.

Data sharing?

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

Where it is legally required or necessary, we may share your information with the following:

- The DfE – to meet obligations about supplying information regarding the school workforce, in accordance with the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

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.

Your rights regarding personal data

Under data protection legislation, you have the right to request access to the information that we hold about you. To make a request for your personal information contact the **Data Protection Officer**.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our **Data Protection Officer**.

How to withdraw consent and lodge complaints

Where the Trust processes your personal data with your consent, you have the right to withdraw your consent at any time.

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:

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

Mr Julian Kenshole
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