Privacy Notice for Suppliers

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Privacy notice for suppliers

Under data protection law, individuals have a right to be informed about how the Trust / school 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.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Our Community Multi Academy Trust (OCMAT), are the 'data controller' for the purposes of data protection law.

Our data protection officer can be contacted (see 'Contact us' below).

The personal data we hold

We process data relating to suppliers we engage with, to provide goods and services at our Trust and 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 and email address)
- Bank account details, pay records and tax status information

Why we use this data

The purpose of processing this data is to help us run the school, including to:

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

Our lawful basis for using this data

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

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust / school's use of your data.

Collecting this information

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 this data

We create and maintain a supplier file. The information contained in this file is kept secure and is only used for purposes directly relevant to the goods or services you offer.
We will retain this file and delete the information in it in accordance with the OCMAT Data Retention Policy. A copy of this policy can be requested from dpo@ocmat.org.uk.

Data sharing

We do not share information about you with any third party without your 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 personal information about you with:

- Financial organizations - 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 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.

How to access personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that OCMAT holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organization in certain circumstances.

If you would like to make a request, please contact dpo@ocmat.org.uk.

Your other rights regarding your data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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 dpo@ocmat.org.uk.

Complaints

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 at dpo@ocmat.org.uk.

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: dpo@ocmat.org.uk.