Privacy Notice – Suppliers

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Privacy Notice - How We Use Supplier Contact Information

This Privacy Notice explains how and why High Ash CE Primary Schools collects, uses, and protects 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, High Ash is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR).

Data Controller: The data controller responsible for your personal data is High Ash CE Primary School, Pound Hill, Great Brickhill, Buckinghamshire, MK17 9AS

The Categories of Data We May Collect 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
Financial and payment Information	Bank account details
Certifications or Membership Numbers	Accreditation to industry standards or membership trade associations
Other Information we made 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).

Why We Collect and Use This Information

We use supplier contact data:

- To establish, manage, and maintain our contractual relationship, including but not limited to communication, order processing, invoicing, and payments.
- To ensure compliance with safeguarding requirements.

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

6(b) Performance of Contract: Your organisation and High Ash are parties to the contract.

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

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.

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 the school office in the first instance.

Who and Why We Share Supplier Contact Information With

We may share your personal data with third-party service providers or the Local Authority who assist in fulfilling our contractual obligations. All third parties are required to take appropriate security measures to protect your personal data.

Requesting Access to Your Personal Data

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the school business manager in the first instance.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at raise a concern with ICO

Alternatively, you can contact our Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk.

Withdrawal of Consent and the Right to Lodge a Complaint

Where we process your personal data based on your consent, you have the right to withdraw that consent at any time.

To request the withdrawal of your consent, please contact the School Business Manager by email (buinessmanager@highashschool.co.uk). We will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies.

Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.

If you wish to raise a concern about how we process your personal data, please contact us directly at via our complaints procedure. We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay.

If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: Information Commissioner's Office

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 7th November, 2025

Contact

If you would like to discuss anything in this privacy notice, please contact:

School Business Manager, internal data protection lead: businessmanager@highashschool.co.uk,

SchoolPro TLC Ltd, Data Protection Officer: DPO@schoolpro.uk.