



The Villages' Multi-Academy Trust

Privacy Notice for Third Parties

Policy adopted from	The National College
Date of Review	3 rd February 2026
Date of Next Review	3 rd February 2029
Approved by	Audit & Risk Committee
Chair	<i>S Salisbury</i>

Privacy Notice for Third Parties

Schools have a duty to inform any third-party individual or company of how the school processes the data that is in the school's control – this should be done through providing third parties with a privacy notice.

Privacy notice – how the school uses information from third parties

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g., name, contact details
- Employment information – e.g. employer, relevant qualifications
- Safeguarding information – e.g., safeguarding checks

This list is not exhaustive.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- 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 contracts and retention policies
- To allow better internal financial modelling and planning
- To allow individuals/organisations to be paid
- To manage the services we deliver

Under the UK GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- To discharge legal contracts
- To meet our legal obligations
- Maintain vital interests
- For public task
- legitimate interests
- and one from Article 9 where the data processed is 'special category' data. You also need to list all the relevant legislation that supports the lawful basis

How do we collect your information?

We collect your personal information via the following methods:

- Contracts and enquiry forms
- Employment forms

Data relating to third parties is essential for the school's operational use. Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, 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 your information?

Your personal information is retained in line with the school's [Records Management Policy \(under review\)](#), which can be found [on our website](#).

Who do we share your information with?

We routinely share your information with:

- The Villages' Multi-Academy Trust
- The DfE

Why do we share your information?

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

We share information about third parties with the DfE for the purpose of purpose and lawful basis.

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

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict the school's 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 and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we hold about you, please contact the headteacher, who is our data protection officer (DPO), at school.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns>.

How to withdraw consent and lodge complaints

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

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the headteacher.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, the Gov.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download our Data Protection Policy and Records Management Policy from the school website.

Reviewed and revised **3rd February 2026**.