

Privacy Notice – Contractors

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Introduction

Audenshaw School must collect and process personal data when we appoint a company as a contractor and provider of services to the school. Personal data will likely relate to key contacts of the company that the school liaise with and staff of the company that are contracted to carry out work.

This privacy notice outlines what personal data we collect, why we need it and how it is used. The school process all personal data in accordance with the UK General Data Protection Regulation (UK-GDPR) and Data Protection Act (2018).

Important Information: Any contractors and / or their staff that visit the school site should review our visitor privacy notice; information outlined in this document covers our contractual relationship with the company only.

Data Controller

The school is the 'Data Controller' for the personal information that we process in relation to contractors. This means that we are responsible for the data and make decisions on how it is used.

Data Protection Officer

The school has appointed a Data Protection Officer (DPO) who is responsible for overseeing compliance with the relevant data protection legislation. Our DPO provides support to the school and acts as the first point of contact for any questions or queries regarding data protection. Our DPO is Mrs Monks who can be contacted on:

T: 0161 336 2133 | E: monkss@audenshawschool.org.uk

The personal data that we process

Depending upon the type of agreement the school has with the contractor, some of all of the following categories of personal data will be processed:

- Names and contact details of key personnel that will liaise with and work with the school as part of the initial set up of the agreement and those conducting any work thereafter.
- Proof of key personnel's appropriateness to conduct the work associated with the agreement. This includes but is not limited to:
 - CV
 - References
 - Proof of experience and qualifications
 - Accreditations (safe contractor etc)
 - Insurance
 - DBS and vetting checks
- Bank details to fulfil payments as per the agreement with the contractor; financial data will only be classed as personal data under the UK-GDPR if the contractor is a sole trader (data is identifiable to one person).
- Any other personal information necessary to fulfil the terms of a contract the school have with the supplier; work logs, correspondence, reports etc

In the event that an incident occurs involving contractor personnel, the school will process details of the incident and associated records, particularly if the incident breaches school policy or the terms of the agreement between the school and contractor.

Why we need this data?

The school performs strict checks on those third parties with whom we share data to ensure they are compliant with data protection law and meet the same high standards of security as expected by the school.

If we must share data, we take a minimalist approach to ensure only the necessary amount of information is provided. Data will not be transferred unless there is a secure method of exchange.

Freedom of Information

As a public authority, the school may be required from time to time to share information about contractors and the services that we procure to the public if a request is received under the Freedom of Information Act (FOIA). This helps to ensure the school's procurement process is transparent.

The FOIA provides exemptions to ensure that no personal data will be publicised as part of this process unless the school deems it reasonable to do so. Similarly, the school will not disclose any information that we deem to impact the commercial interests of the school and / or contractor.

Do we transfer your data internationally?

The school does not routinely transfer data outside of the United Kingdom. In the event that we must do so, we will ensure that any exchange of data is done so compliantly and with appropriate safeguards in place.

How we store and how long we keep your personal information?

To comply with the UK-GDPR, the school only keeps personal data for as long as necessary to meet our legal and operational duties.

Our 'Records Management Policy & Retention Schedule' (available at our school office) outlines how long records are kept and how we determine and manage these periods. As a rule of thumb, contractor data will be kept for up to 6 years.

Records kept in electronic format are stored securely on carefully selected databases and systems that are fully encrypted with password protection and two factor authentication utilised where available. Any physical records are kept in locked cabinets within locked offices and archive rooms; key access is strictly limited depending upon role.

School staff and those third parties accessing key pupil records are subject to DBS checks and strict confidentiality agreements.

What are your rights – Subject Access Requests

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

If a subject access request is made, and if the school does hold information, the school will:

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

There is also a right for an individual's personal information to be transmitted electronically to another organisation (Data Controller) in certain circumstances.

Other data protection rights

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent the data being used to send direct marketing
- Object to the use of personal data for decisions being taken by automated means (by a computer or machine, rather than 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 the data protection officer (DPO). The school will provide a response to a request within one calendar month; a fee will not typically be charged. The school reserves the