

Use of Personal Data

Southway at the Rodillian Academy Limited (“Southway”) operates Southway and is the Data Controller for personal data provided to it. As the Data Controller it decides the purposes which and the manner in which, any personal data relating to suppliers to Southway is processed. This Privacy Notice explains how we collect, store and use personal data about suppliers to Southway.

The Company Secretary is our Data Protection Officer. Their role is to oversee and monitor our data processing practices. If you have any queries regarding anything in this Privacy Notice, please contact them by email at amarham@rodillianacademy.co.uk or DPO@rodillianacademytrust.co.uk or write to them at

Data Protection Officer
Southway at the Rodillian Academy Limited
The Featherstone Academy
Pontefract Road
Featherstone
Pontefract
West Yorkshire
WF7 5AJ

Why do we need your Information?

Southway has the legal requirement and a legitimate interest to collect and process personal data of suppliers to Southway including those in relation to the following:

- Decide whether to engage you;
- Fulfil the terms of our contract with you including payment;
- Keep accurate records of the suppliers that we use;
- Identify you and your representatives, employees and agents whilst on site to keep all individuals, students and staff safe; and
- Keep accurate records of visits to Southway.

Information that we collect, process, hold and share includes:

- Personal information (i.e. Names, characteristics and contact details) of your representatives, employees and those working on your behalf who are carrying out duties relating to a contract between Southway and you;
- References, CV's and details of an individual's employment history as part of a tendering or engagement process;
- Bank details and other financial information where it relates to an individual if you are operating as a sole trader;
- Any other personal information necessary to fulfil the terms of a contract we have with you.

If our contract with you requires you or your representatives, employees or agents to visit or carry out work in Southway, we will also collect, use and store:

- Information relating to the visit, e.g. supplier's name, arrival and departure time and vehicle number plate;
- Photographs for identification purposes;

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- CCTV images captured in Southway;
- Information about any access arrangements that may be required.

In these circumstances, our privacy notice for visitors will also apply. A copy of this can be obtained via the Southway website or by contacting the DPO.

Why we use this data:

- Decide whether to engage you;
- Fulfil the terms of our contract with you, including payment;
- Keep accurate records of the suppliers we use;
- Identify you and keep you safe while on site;
- Keep students and staff safe;
- Maintain accurate records of visits to Southway;
- Provide appropriate access arrangements.

Whilst the majority of information that you provide to us is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, we will inform you when your consent is required.

The Lawful Basis on which we process this Information

- Article 6 1(a) of the United Kingdom General Data Protection Regulation (“[GDPR](#)”) which allows processing with consent for one or more specific purposes;
- Article 6 1(b) of the GDPR which allows processing that is necessary for the performance of a contract;
- Article 6 1(c) of the GDPR which allows processing that is necessary to comply with a legal obligation;
- Article 6 1(e) of the GDPR which allows processing that is carried out in the public interest;
- Article 6 1(f) of the GDPR which allows processing that is necessary for the purposes of a legitimate interest;
- Article 9 2(b) of the GDPR which allows the processing of special category data that is necessary for carrying out obligations in the fields of employment and social security and social protection law;
- Article 9 2(g) of the GDPR which allows the processing of special category data that is necessary for reasons of substantial public interest;
- Article 9 2(j) of the GDPR which allows the processing of special category data when it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Storing Visitor Information

Personal data is stored securely in line with our Records Management and Data Protection and Information Governance Policies. In accordance with data protection legislation, it is only retained for as long as necessary to fulfil the purposes for which it was obtained, and not kept indefinitely.

Data Transferred outside the UK

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Processors that we use may transfer and hold data outside of the UK. We will ensure that organisations that process personal data on our behalf only transfer data to countries that the UK Government deems as having adequate levels of protection in place and in accordance with UK Data Protection obligations. If a processor is found to be transferring data to a country that does not have adequate protections or to an organisation, then we will terminate our contract or other relationship with them.

Who we share data with

We do not share your information with anyone without permission unless the law says we can or should. We share information with the following: -

- The Local Council
- DfE
- Education Skills Funding Agency
- Ofsted
- NHS
- Police
- Social Services
- Educational Psychology Department
- Children & Adolescent Mental Health Services (CAMHS)
- Peripatetic services
- Alternative education providers
- Examination Boards
- Providers of visitor management and access control systems
- Professional advisers to support a legal entitlement and to assist with insurance claims
- Professional bodies
- The organisation you represent
- Your family or representative – in case of emergencies
- Our auditors
- Other suppliers and service providers – to enable them to provide the service we have contracted them for, e.g. Payroll

What are your Rights?

You have a legal right to:

- Request access to the personal data that Southway holds;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no legal basis for its continued processing;
- Request that the processing of your personal data is restricted;
- Object to your personal data being processed if it is likely to cause, or is causing, damage or distress.

Requests should be submitted to the Data Protection Officer (on the contact details provided). Southway will consider all requests in line with your legal rights and Southway's legal obligations.

Where the processing of data is based on explicit consent, there is a right to withdraw consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

If you have a concern about the way Southway is collecting or using your personal data, please raise the concern with the Data Protection Officer in the first instance. You can also contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

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