



Livingstone Primary and Nursery School GDPR Privacy Notice for Third Parties

Who processes your information?

Livingstone Primary and Nursery School is the data controller of the personal information provided to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to third parties is to be processed.

Mrs G Phelan is the Data Protection Officer (DPO). Her role is to oversee and monitor the school's data protection procedures, and to ensure full compliance with UK GDPR. The DPO can be contacted on 0208 449 2592 or office@livingstone.barnetmail.net.

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/employee, relevant qualifications, right to work
- Safeguarding information - e.g. safeguarding checks

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 Article 6 of the UK GDPR, we rely on for processing personal information (which may include sensitive personal information under Article 9 of UK GDPR). The legal bases we rely upon are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation
- Vital interests
- Public task

Why do we collect your information?

Livingstone Primary and Nursery School has the legal right and a legitimate interest to collect and process personal data relating to those contracted to work at the school. The school processes personal data to meet the statutory safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Keeping Children Safe in Education September 2022

Third parties' personal data is also processed to assist in the running of the school, and to enable individuals and organisations to be paid.

How do we collect your information?

We collect your personal information via the following methods:

- Contracts Agreements
- 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.

Which data is collected?

The personal data the school will collect from third parties' includes the following:

- Name of organisation
- Contact information of organisation
- Name of point-of-contact
- Contractual agreements
- Remuneration details
- Confirmation of employment details of any employees supplied

Who do we share your information with?

Under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments we routinely share your information with:

- The LA
- The DfE

Sharing with the LA and DfE

We are required to share information about you with the LA and DfE for the purpose of the data collections, under [Data collection and censuses for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/data-collection-and-censuses-for-schools)

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework, which can be found at <https://www.gov.uk/government/publications/security-policy-framework>

The workforce information that we lawfully share with the DfE through data collections:

- Informs the DfE's policy on pay and the monitoring of the effectiveness and diversity of the school workforce.
- Links to school funding and expenditure.
- Supports longer term research and monitoring of educational policy.

You can find more information about the data collection requirements placed on us by the DfE by following this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of children or the effective deployment of school staff in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to and use of the information.

The DfE makes decisions on whether they will share personal information with third parties based on an approval process

To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

How is your information shared?

Livingstone Primary and Nursery School will not share your personal information with any other third parties without your consent unless the law allows us to do so.

How do we store your information?

Your personal information is retained in line with the school's Data Protection Policy, which can be found via the school's website at <https://www.livingstoneprimaryschool.org>

Will your personal data be sought from third parties?

Third parties' personal data is only sought from the data subject. No third parties will be contacted to obtain third parties' personal data without the data subject's consent.

Personal data may be obtained and processed from other third parties where the law requires the school to do so, e.g. safeguarding and payment information.

How long is your data retained for?

Third party personal data is retained in line with the school's Data Protection Policy.

Personal information may be retained for the different periods of time depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely if there is no such need for it to be.

If you require further information regarding the retention of data, and the periods for which your personal data is held for, please see our Data Protection Policy from the school website <https://www.livingstoneprimaryschool.org> or contact our DPO for a copy by emailing office@livingstone.barnetmail.org

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.

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- 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 DPO on 0208 449 2592 or email office@livingstone.barnetmail.org.

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. The school will inform you when this privacy notice has changed; however, we also 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 name of DPO on 0208 449 2592 or email office@livingstone.barnetmail.org.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website www.livingstoneprimaryschool.org to download our [GDPR Data Protection Policy](#). You can also visit the Gov.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>).