



St. Nicolas' CE Combined School Taplow

Rectory Road, Taplow, Maidenhead, Berks SL6 0ET

Tel: 01628 603759

E Mail: office@stnicolastaplow.com

Website: www.stnicolastaplow.com

Headteacher: Mrs C Wagstaff

Privacy Notice (How we use supplier and customer information)

Members of staff responsible:

School Business Manager – Data Controller

Date of policy: May 2018

Reviewed: May 2018

Review date: May 2019

The categories of school workforce information that we collect, process, hold and share include:

- Personal Identifiable Information (PII) this includes names, addresses, phone numbers, emails, of people within your company will held securely and will be anonymised upon contract termination.
- Files sent to us will be held securely for 3 years before being destroyed
- Bank details will be held securely and will be anonymised upon contract termination.

Why we collect and use this information

We use supplier and customer data to:

- To be able to contact them directly
- To be able to pay them for their services

The lawful basis on which we process this information

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

* Internal record keeping.

* We may use the information to improve our products and services.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school



customer and supplier information to us or if you have a choice in this.

Storing this information

We hold school customer and supplier data for the duration of the contract and this information is anonymised upon contract termination.

Who we share this information with

We do not share any information on customers and suppliers with anyone else.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the School Business Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

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

Steve Warren
School Business Manager
01628603759
sbm@stnicolastaplow.com