



## ROBERT PIGGOTT CE FEDERATION

### PRIVACY NOTICE FOR 3<sup>rd</sup> PARTIES

Schools are currently required to inform any individual or company about how their personal data may be collected, stored and used.

#### Third parties

##### Who processes your information?

We, Robert Piggott CE Federation, Beverley Gardens, Wargrave, Berks RG10 8ED, are the 'data controller' for the purpose of UK data protection law. This means they determine the purposes for, and the manner, in which any personal data relating to third parties is processed.

The school has a data protection officer (DPO). Their role is to oversee and monitor the school's data processing practices. The school's DPO is: Mrs Caroline Hoyle, School Business Manager, 0118 9402414, [DPO@robertpiggott.wokingham.sch.uk](mailto:DPO@robertpiggott.wokingham.sch.uk).

Where necessary, third parties may be responsible for processing any personal information you provide. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with your privacy rights – the school is bound to the same requirements as third parties to ensure the security of personal data.

##### Why do we need your information?

We have a legal right and a legitimate interest to collect and process personal data relating to those:

- contracted to work at or with the school
- volunteer at the school
- visit the schools in any capacity
- rent or use the facilities of the school
- Supply the school with any services/goods
- Apply to work at the Trust or any of its schools

The school processes personal data in order 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

Third parties' personal data is also processed to assist in the running of the school, and to enable individuals and organisations to work with us, book facilities, be paid or have invoices issued.

If third parties fail to provide their personal data, there may be significant consequences. This includes the following:

- Being unable to conduct business with the school
- Not being paid
- Denial of access

### **For which purposes are your personal data processed?**

In accordance with the above, third parties' personal data is used for the following reasons:

- a) To allow for the smooth operation of contractual agreements
- b) To allow for financial transactions to be processed
- c) To allow access to the site to those entitled to do so
- d) To keep everyone on site safe and secure
- e) To ensure everyone is treated equally and fairly
- f) To ensure an effective use of the schools' facilities and resources
- g) To allow for the smooth operation of the School
- h) To comply with employment law in relation to recruitment and our associated recruitment and safer working policies

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

For the purposes of a and b processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Article 6 – 1 (b));

For the purposes of e and h processing is necessary for compliance with a legal obligation to which the controller is subject (Article 6 – 1 (c));

For the purposes of d processing is necessary in order to protect the vital interests of the data subject or of another natural person (Article 6 – 1 (d));

For the purposes of a to h inclusive processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which

require protection of personal data, in particular where the data subject is a child (Article 6 – 1 (f)).

### **Which data is collected?**

The personal data that may be collected includes the following:

- Name of organisation /individual
- Contact information of organisation/individual
- Name of point-of-contact
- Contractual agreements details including Remuneration / Cost details and Bank account details.
- Car registration details (if on site during school hours)
- CCTV images
- Photographs/ videos/digital recordings
- Job application forms
- Online searches and social media

### **Will your personal data be sought from third parties?**

No third parties will be contacted to obtain third parties' personal data without the data subject's consent.

Personal data may however be obtained and processed from other third parties where the law requires the school to do so, e.g. payment information. The categories of data obtained and processed from third parties include:

- Bank account details
- HMRC

### **How is your information shared?**

The school will not share your personal information with any other third parties without your explicit consent, unless the law allows us to do so.

### **How long is your data retained for?**

Third party personal data is retained in line with the school's Retention Policy. The schools follow advice and guidance on record retention set out by the IRMS (Information and Records Management) Toolkit for schools. This can be found on the schools' website.

### **Records Management 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 retention of data, and the periods for which your personal data is held for, contact: Mrs Caroline Hoyle, School Business Manager, 0118 9402414, [DPO@robertpiggott.wokingham.sch.uk](mailto:DPO@robertpiggott.wokingham.sch.uk).

## What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that we hold.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.
- Request to obtain and reuse your personal data for your own purposes across different services
- Object to your consent being obtained
- Request that your personal data is collected using automated processing

Where the processing of your data is based on your explicit consent, you have the right to withdraw this at any time. This will not affect any personal data that has been processed prior to withdrawing consent. You can withdraw consent by contacting the school's data protection officer DPO Mrs Caroline Hoyle, School Business Manager, 0118 9402414, [DPO@robertpiggott.wokingham.sch.uk](mailto:DPO@robertpiggott.wokingham.sch.uk).

Third parties also have the right to lodge a complaint with the ICO in relation to how the school(s) or Trust processes their personal data. If a third party wishes to make a complaint to the ICO, they can do so on the ICO's website or they can call their helpline on 0303 123 1113.

## How can you find out more information?

If you require further information about how we store and use your personal data, please visit our websites, or download our GDPR Data Protection Policy. These policies are available in printed form upon request by contacting us.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in November 2025.