



Bottisham Village College
Lode Rd, Cambridge
CB25 9DL, United Kingdom
01223 811250
office@anglianlearning.org
www.anglianlearning.org

Privacy Notices – Contractors and Self Employed

Under data protection law, individuals have a right to be informed about how Anglian Learning uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we process personal data about individuals that we engage to work within Anglian Learning, who are not directly employed by the Trust.

Who we are

Sawston Village College is part of Anglian Learning. For the purposes of Data Protection legislation, the Academy Trust, Anglian Learning, is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Anglian Learning
c/o Bottisham Village College
Lode Road
Bottisham
Cambridge
CB25 9DL

The role of the Data Protection Officer for the Trust is being undertaken by The ICT Service. Our Data Officer at The ICT Service is Paul Stratford who can be contacted on 01480 373229 or dpo@theictservice.org.uk.

In this policy 'we' and 'us' means the Academy Trust.

The categories of school information that we process include:

- Personal information (such as name, address, national insurance number, date of birth, gender)
- Next of kin and emergency contact numbers
- Contract information (such as start date, service to be provided, payment terms)
- Financial information (such as bank account details)
- Photographs and CCTV footage
- Safeguarding information (DBS checks, right to work and identification)
- Sensitive information (such as health)

How we use your information

We process personal data relating to those we contract to undertake work within Anglian Learning for the following reasons:

- For contractual purposes
- To safeguard the pupils within our care.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of the contract and in the case of special category personal data (i.e. sensitive information) processing that personal data is necessary for performing or exercising obligations or rights which are conferred on us or by law in connection with your contract.
- The processing is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- In the case of special category personal data, the processing is necessary for a safeguarding purpose i.e. to protect pupils from harm. This is in the substantial public interest.
- The processing is necessary for the performance of our education function which is a function in the public interest.

Less commonly, we may also use personal information about you where:

- You have given consent to us to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for processing your data may overlap, and there may be several grounds which justify Anglian Learning's use of your data.

How we collect your information

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.



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We may disclose details about you including national insurance number to our payroll provider to enable you to be paid.

Our Payroll providers are:

Education Personnel Management
St Johns House
Spitfire Close
Ermine Business Park
Huntingdon
Cambridgeshire
PE29 6EP
<https://www.epm.co.uk/contact/>

We may share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your contract
- The disclosure is necessary for the performance of a legal obligation to which Anglian Learning is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect students from harm
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

A list of third parties that we share information can be obtained from the school.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our records retention policy which can be found on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the relevant school.

More information about your rights is available in our data protection policy on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

A list of all third parties that we share or that process data on our behalf is also available on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

Complaints

We take any complaints about our processing of personal data very seriously.

If you think that our processing of personal data is unfair, misleading or inappropriate or have any concerns about our data processing please raise it with us in the first instance.

To make a complaint please contact Claudine Bateman, Director of Operations on cbateman@anglianlearning.org. You can also contact our Data Protection Officer on dpo@theictservice.org.uk or by letter addressed to:

Paul Stratford
Speke House
17 Compass Point Business Park
Stocks Bridge Way
St Ives
Cambridgeshire
PE27 5JL

If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF



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Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.
On line: <https://ico.org.uk/concerns/>