



## Camphill School Aberdeen

# PRIVACY NOTICE Suppliers

<i>Record of Approval</i>					
<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Recommended</i>	<i>Approved</i>	<i>Review due</i>
<i>2</i>	<i>April 2020</i>	<i>Signature required Reviewed by SMT</i>	<i>Signature required Alex Busch (for Management Team)</i>	<i>Signature required (Board of Trustees)</i>	<i>April 2021</i>
<i>1</i>	<i>May 2018</i>	<i>Kathleen Scott</i>	<i>SMT</i>	<i>Board of Trustees</i>	<i>May 2021</i>

## 1. Background

This Notice describes the types of information collected, how that information is used and disclosed, and how you can access, modify, or delete your information.

Camphill Rudolf Steiner Schools Ltd (SC103899), business name of Camphill Schools Aberdeen (CSA). Murtle House, Murtle Estate, Bieldside, Aberdeen AB15 9EP.

## 2. How do we collect information about you and for what purpose?

When you are invited to engage with CSA as a potential supplier, we collect relevant information about you in order to enter into a contract with you or your organisation for the provision of goods and services. This data will include your name and the name of the organisation that you represent. In the event you contract with us as an individual we will also require your address and bank account details.

Where you are involved with any activity that entails Health and Security risk, such as construction, we will obtain information about your skills and experience as part of our due diligence assessment for the purposes of entering into a contract.

The information is collected to ensure that the work is conducted in accordance with professional standards to comply with legal requirements and to pursue our legitimate interests.

## 3. Data Minimisation and Retention

We will only collect the minimum amount of personal information necessary and will only keep your information for as long as needed for the performance of the contract and for keeping appropriate accounting records, and to comply with health and safety legislation.

## 4. Protection of your information

CSA has in place administrative, technical and physical measures designed to guard against and minimise the risk of loss, misuse or unauthorised processing or disclosure of the personal information that CSA holds. CSA will not transfer any supplier personal information out with the EEA.

## 5. Sharing your Information

CSA will share your information with our payment providers and external regulators.

## 6. Your Duty to Inform us of Changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

## 7. Your Rights in Connection with Personal Information

Under certain circumstances, by law you have the right to:

- Subject to certain conditions, request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. If possible, you should specify the type of information you would like to see to ensure that our disclosure is meeting your expectations. Your request may also not impact the rights and freedoms of other people, e.g. privacy and confidentiality rights of other staff.
- Subject to certain conditions, request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected. You also have a responsibility to help us to keep your personal information accurate and up to date. We encourage you to notify us of any changes regarding your personal data as soon as they occur, including changes to your contact details. This right only applies to your own personal data. When exercising this right, please be as specific as possible.
- Subject to certain conditions, request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. We may not be in a position to erase your personal data, if for example, we need it to (i) comply with a legal obligation, or (ii) exercise or defend legal claims. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Subject to certain conditions, object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Subject to certain conditions, request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Subject to certain conditions, request the transfer of your personal information to another party. If you exercise this right, you should specify the type of information you would like to receive (and where we should send it) where possible to ensure that our disclosure is meeting your expectations. This right only applies if the processing is based on your consent or on our contract with you and when the processing is carried

out by automated means (i.e. not for paper records). It covers only the personal data that has been provided to us by you.

- Where our processing of your personal data is based on your consent you have the right to withdraw your consent at any time.

If you do decide to withdraw your consent, we will stop processing your data for that purpose, unless there is another lawful basis we can rely on – in which case, we will let you know. If you withdraw your consent, this will only take effect for future processing.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact:

Mr Alex Busch – Executive Director

Mr Martin Alfred - Community Liaison Health and Safety Coordinator

Central Office, Murtle Estate, Bielside, Aberdeen, AB15 9EP

Tel: 01224 867935

Email: office @crss.org.uk

You will not have to pay a fee to access your personal information (or to exercise any of the other rights); however, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

You can also contact the Information Commissioner's Office via <https://ico.org.uk/> for information, advice or to make a complaint.

## **8. What We May Need from You**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

For more information, please contact the data protection officers:

Mr Alex Busch – Executive Director

Mr Martin Alfred - Community Liaison Health and Safety Coordinator

Central Office, Murtle Estate, Bielside, Aberdeen, AB15 9EP

Tel: 01224 867935

Email: office @crss.org.uk

You can ask us to send your personal information directly to another service provider, and we will do so if this is technically possible. We may not provide you with a copy of your personal information if this concerns other individuals or we have another lawful reason to withhold that information.