



SUPPLIERS PRIVACY NOTICE



This privacy notice applies to all suppliers to The Challenge Academy Trust's academies. This notice is to let you know what we do with the information you provide to us and why we need it.

Who are we?

The Challenge Academy Trust is a multi-academy trust with exempt charitable status and is a company registered in England and Wales on 24th March 2017, Company Number: 10689427. The Trust has one subsidiary company, Bridgewater High School Trading Ltd which is incorporated in the UK for the purposes of providing educational services to academies within the Trust, Company No. 08079474. The Trust has 10 member academies in Warrington: Beamont Collegiate Academy, Bridgewater High School, Broomfields Junior School, Great Sankey Primary School, Meadowside Community Primary and Nursery School, Padgate Academy, Penketh High School, Penketh South Primary School, Priestley College, Sir Thomas Boteler Church of England High School.

What information do we collect from you?

To carry out our activities and to deliver our obligations to you, we will collect, store, and use the following categories of personal information about you:

- Personal & business contact details such as name, title, addresses, telephone numbers, personal email & business email;
- Bank account details
- National Insurance Number & Unique Tax Reference and or Company Registration Number;
- Relative Business information

How do we use the information we collect about you?

We will collect and use your personal information in the following circumstances:

- To administer and manage our relationship with you, including to set up and maintain your Supplier account facility
- To process orders with you for goods and services
- To deal with any enquires written or verbally that we may receive from you
- To comply with any applicable laws and regulations
- Where it is necessary for our legitimate interests or those of a third party and your interests and fundamental rights do not override those interests

Our purposes in processing your data are:

- Determining the terms on which we work for you
- Administering the contract, we have entered with you
- Making payment to you for goods or services you have provided us with

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

How do we protect your information?

We may share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Recipients of your data may include third-party service providers (such as our Business Software Providers & IT Maintenance Providers), other related business entities, a regulator or to otherwise comply with the law.

Where we do so, we will require third parties to respect the security of your data and to treat it in accordance with the law.

We have IT systems that we use to keep your information safe and secure. Where this information is on a database that is not hosted by the Trust, we have service contracts with providers that give assurance of compliance with the relevant legislation and standards for data security.

Where your information is not kept electronically we have security measures, policies and an audit process in place to ensure your information remains secure, not retained or processed unless there is a documented justifiable reason and is only shared on a "needs to know" basis.

How long do we keep your information?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We hold your personal information in accordance with our Data Protection policy which can be found on our website www.tcat.uk.com and our Document Retention Schedule which is available on request from the DPO.

What are your rights over your information that you have provided to us?

We do not process your information with countries outside of the UK or European Economic Area (EEA) without the safeguards being in place that are equivalent to the UK Data Protection legislation or the General Data Protection Regulations (GDPR).

Under the Data Protection Act 2018, you have the right to:

- Access your personal data by making a Subject Access Request
- Request rectification, erasure or to restrict your data (in certain circumstances)
- Right to object to the processing of your data (in certain circumstances)
- Data portability-right to request transfer of data
- Make a complaint to the organisation that processes your information (The Challenge Academy Trust) or the Information Commissioners Office (ICO).

All requests will be considered and complied with in line with the ICO guidance.

If you need to make a complaint or require further information on how your data is processed, please contact:

- **Our Data Protection Officer:** Adrienne Laing, The Challenge Academy Trust c/o Bridgewater High School, Broomfields Road, Appleton, Warrington, WA4 3AE (Telephone 01925 216037 or E-mail admin@tcat.uk.com), or
- **The Data Protection Lead for Padgate Academy:** Stephen Lears, Padgate Academy, Insall Road, Warrington, WA2 0LN (Telephone 01925 822632 or E-mail slears@padgateacademy.co.uk).

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Changes to this privacy notice

From time to time, we may need to update this privacy notice to ensure it meets any changes to regulations or reflects any changes to the way we manage your information. Please ensure you review the latest privacy notice that can be accessed on our website or on our HR Information system.