

Privacy Notice for Contractors/ Third Parties

1. Introduction

- Christ the King College is committed to protecting the privacy of contractors/third parties. This notice explains how we collect, use, store, and share your data, and what your rights are. We comply with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

2. Who we are

- Christ the King College is the data controller.
- Christ the King College, Wellington Road, Newport, Isle of Wight, PO30 5QT, Tel: 01983 537070

3. Information we collect

- Personal details: Name, address, contact information.
- Company details, including insurance cover.
- DBS check information (where required).
- Proof of qualifications and certifications.
- Information related to the contract (e.g., project details, time sheets).
- CCTV footage (if applicable).

4. Why we collect your information

- To manage the contract.
- To ensure the safety and security of the school.
- To conduct necessary background checks.
- To facilitate communication.
- To comply with legal obligations.
- To manage access to school premises.

5. Legal basis for processing

- Contractual obligation.
- Legal obligation (e.g., DBS checks).
- Legitimate interests (e.g., security).

6. Who we share your information with

- Designated school staff.
- DBS checking service.
- Relevant authorities as required by law.
- Other necessary third party's related to the contract.



Christ the King College

7. How long we keep your information

- Data will be retained for the duration of the contract and for a reasonable period afterward, in accordance with our Records Management Policy.
- DBS information will be retained as per DBS guidelines.

8. Your rights

- **Right to access:** You can request a copy of your information.
- **Right to rectification:** You can ask us to correct any inaccurate information.
- **Right to erasure:** You can ask us to delete your information in certain circumstances.
- **Right to restrict processing:** You can ask us to limit how we use your information.
- **Right to data portability:** You can ask us to transfer your information to another organisation.
- **Right to object:** You can object to our processing of your information in certain circumstances.
- **Right to complain:** You can complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have handled your information.

9. Data security

- We have security measures in place to protect your personal information.

10. Changes to this notice

- This notice may be updated periodically.

11. Contact us

- Please contact the school with any questions. admin@christthekingcollege.co.uk