



Privacy Notice for Contractors and Visitors

How ASCAT uses information about contractors and visitors

The categories of personal information that we may process include:

- name, address and contact details (including next of kin)
- relevant qualifications, financial data & contractual information
- photographs of contractors & visitors for safeguarding and identification reasons
- vehicle registration numbers

This list is not exhaustive.

Why we collect and use information about contractors and visitors.

We use data about contractors and visitors to:

- enable the effective and safe running of the school; and
- meet legal obligations and safeguarding requirements (as set out in Funding Agreement, UK employment law and child protection law).

We may identify additional uses of your data, which may be of benefit to the school community. Examples may include optional extra-curricular activities, fundraising or promotional activities. We will always seek your consent before using your data for these reasons. If you give consent, you may change your mind at any time.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are: Article 6 (Public Task, Legal Obligation and Contract) and Article 9 (Employment and Public Interest) which provides the conditions for the processing of special categories of personal data.

Collecting information about contractors and visitors

Your information may be provided to us by you, by your employer or may be data which we have gathered during your visit to our school (e.g. time and dates of visits, vehicle registration, and DBS checks).

Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

Storing information about contractors and visitors

We hold the personal data of contractors and visitors securely for the set amount of time shown in our data retention schedule. We keep information for as long as the law requires us to do so, and it is deleted when it is no longer required.

Who we share contractors' and visitors' information with

We do not share information about contractors or visitors with external agencies without prior consent, or unless the law or our policies require us to do so.

Why we share contractors' and visitors' information

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

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our workforce with the Department for Education (DfE) for the purpose of those data collections, under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact dpo@ascat.co.uk

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting dpo@ascat.co.uk

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 January 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact dpo.ascat.co.uk