



Privacy Notice for Suppliers

Under data protection law, individuals have a right to be informed about how Honeywell Schools use any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about suppliers of goods and services that the schools contract with, including their individual representatives, employees and agents. References to 'you' in this privacy notice cover all of these individuals.

Honeywell Schools are the 'data controller' for the purposes of data protection law.

Our data protection officer service is provided by Wandsworth Borough Council (see 'Contact us' below.)

THE PERSONAL DATA WE HOLD

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name, characteristics and contact details
- References, CVs and details of an individual's employment history, if collected as part of a bidding, tendering or engagement process
- Bank details and other financial information where it relates to an individual, such as if you're operating as a sole trader
- Any other personal information necessary to fulfil the terms of a contract we have with you
- Information relating to the visit, eg. company or organisation name, arrival and departure time, car number plate

If our contract with you requires you to visit or carry out any work at the school site, our privacy notice for visitors to the school will also apply.

We may also collect, store, use and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any access arrangements that may be required
- Photographs for identification purposes
- CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools and social services.



WHY WE USE THIS DATA

The purpose of processing this data is to support Honeywell Schools to:

- Decide whether to engage you
 - Fulfil the terms of our contract with you, including payment
 - Keep accurate records of the suppliers that we use
 - Identify you and keep you safe while on the school site
 - Keep pupils and staff safe while you are on the site
 - Maintain accurate records of visits to the school
 - Provide appropriate access arrangements
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USE OF YOUR PERSONAL INFORMATION FOR MARKETING PURPOSES

Where you have given us consent to do so, Honeywell Schools may send you marketing information by email or text promoting Honeywell Schools events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these texts and/or emails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting us (see 'Contact us' below.)

OUR LAWFUL BASIS FOR USING THIS DATA

We only collect and use your personal information when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation

Less commonly, we may also use this personal information where:

- We need it to perform an official task in the public interest
- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (save someone's life)

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how to withdraw it.

Some of the reasons listed above for collecting and using your personal information overlap, and there may be several grounds which justify the school's use of this data.



COLLECTING THIS INFORMATION

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you but we may also hold data about you from:

Local authorities

Government departments or agencies

Police forces, courts, tribunals

HOW WE STORE THIS DATA

We keep personal information about you while you work with our schools. We may also keep it beyond your work with Honeywell if this is necessary.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will retain and dispose of your personal information in accordance with *the Information and Records Management Society's toolkit for schools*.

DATA SHARING

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The organisation/ company that you are representing
- Professional advisers and consultants – to meet safeguarding obligations
- Health authorities
- Police forces, courts – to meet safeguarding obligations



TRANSFERRING DATA INTERNATIONALLY

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

YOUR RIGHTS

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that Honeywell Schools holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact the School Business Manager.

YOUR OTHER RIGHTS REGARDING YOUR DATA

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing



- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the School Business Manager.

COMPLAINTS

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

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
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CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Gary Hipple on [schoolsdp@wandsworth.gov.uk](mailto:schoolsdpo@wandsworth.gov.uk)