

PAT PRIVACY NOTICE – CONTRACTORS AND SUPPLIERS

January 2026

*Together, creating opportunity
and aspiration for every child*



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First Version Implemented	Revision Level	Current Version Adopted by Trust	Review Date	Responsible Person
January 2026	V1.0	January 2026	July 2027	DoO

1. Introduction

The Priestley Academy Trust is committed to protecting the privacy and security of personal data.

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

This Privacy Notice explains how we collect, store and use personal information relating to contractors and suppliers in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Priestley Academy Trust is the 'data controller' for the purpose of data protection law. The DPO service is provided by Fusion HR.

2. Who we are

Organisation	Address	Email	Phone number	Data Protection Officer
The Priestley Academy Trust	Head Office c/o Green Lane Primary School Green Lane Bradford BD8 8HT	info@priestley.academy	01274 009030	dpo@feps.co.uk
Atlas Community Primary School	Lincoln Close Manningham Bradford BD8 8DL	atlas@priestley.academy	01274 495190	dpo@feps.co.uk
Green Lane Primary School	Green Lane Manningham Bradford BD8 8HT	greenlane@priestley.academy	01274 774644	dpo@feps.co.uk
Lilycroft Primary School	Lilycroft Road Manningham Bradford BD9 5AD	lilycroft@priestley.academy	01274 543357	dpo@feps.co.uk
Margaret McMillan Primary School	Scotchman Road Heaton Bradford BD9 5DF	margaretmcmillan@priestley.academy	01274 495934	dpo@feps.co.uk
Miriam Lord Primary School	Bavaria Place Manningham Bradford BD8 8RG	miriamlord@priestley.academy	01274 496611	dpo@feps.co.uk
Westbourne Primary School	Skinner Lane Bradford BD8 7PL	westbourne@priestley.academy	01274 483138	dpo@feps.co.uk

3. The personal data we collect and hold

We may collect and process the following types of personal data from our contractors and suppliers:

- Name and contact details (address, email, phone number)
- Company name and registration details
- Bank account and payment information
- Identification and vetting documents (e.g. DBS checks, right to work)
- Records of communications and contracts
- Health and safety information (where relevant)
- Any other information required to fulfil our contractual obligations

4. Why we collect and process this data

We only collect and use personal data 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 legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

We collect and process your data for the following purposes:

- To manage our contractual relationship
- To process payments and fulfil financial obligations
- To carry out due diligence, safeguarding and vetting checks
- To communicate with you regarding services and contracts
- To comply with legal and regulatory obligations
- To ensure health, safety and security of Trust/school premises

5. Our lawful basis for using and processing this data

We only collect and process your data on the following legal basis:

1. Performance of a contract
2. Compliance with legal obligations
3. Legitimate interests (e.g. ensuring the safety and security of our pupils, staff and premises)

6. How we store this data

We ensure appropriate technical and organisational measures are in place to ensure personal data is stored and processed securely.

Data will be stored in a range of different places, including The Trust's network, cloud-based infrastructure and hard copy filing systems.

The Trust's employees who have access to your personal data will respect the confidentiality of that data.

The Trust has internal policies such as a Data Protection Policy and Records Management Policy in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is only accessed by our employees in the proper performance of their duties.

Your data is stored securely in accordance with the Trust's Data Protection Policy. We retain your information only as long as necessary to fulfil the purposes outlined above and in line with legal requirements. Our Records Management Policy sets out how long we keep information. This is available on via our website:

www.priestley.academy/Policies - Priestley

7. Data sharing

We will not share your data with anyone without your consent to do so unless required by law and our policies allow us to do so.

We may share our information with:

- Trust/school staff and Trust Board/Local Governing Boards
- Our auditors, legal advisors and insurers
- Relevant authorities (e.g. DBS, regulatory bodies)
- Third-party service providers acting on our behalf
- Where required by law

We do not transfer your personal data outside the UK/EEA unless adequate safeguards are in place.

8. Transferring data internationally

Where we transfer personal data to a country or territory outside of the United Kingdom, we will do so in accordance with data protection law.

9. Your rights regarding personal data

Under data protection legislation, individuals have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure of your data (in certain circumstances)
- Object to or restrict processing
- Request data portability (where applicable)
- Withdraw consent (where processing is based on consent)

To exercise your rights, please contact our Data Protection Officer.

8. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our DPO service provider, Fusion HR: dpo@feps.co.uk

Alternatively, you have the right to lodge a complaint with the Information Commissioner's Office:

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

The Priestley Academy Trust reserves the right to update this Privacy Notice at any time. Any changes will be posted on our website and, where appropriate, notified to you directly.