

Managing the engagement of third party workers

We are required to maintain information about third party workers contracted to perform services within school.

The type of information likely to be used in these records is:

- Name, Address
- Evidence of Proof of Identity
- Contact details of employing body
- Confirmation of successful completion of employment and vetting checks from employing body

This information is generally provided by your employer.

The school is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis we rely on when using this personal information is the provision of service by the employing body and is necessary to perform a contract obligation under Employment Law.

We would not share this personal information

This information will be retained while you are working at the school.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.