



Privacy Notice (Ref 03MPTPNC)



# Mosaic Partnership Trust

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### History of most recent changes

Version	Date	Page	Change	Origin of Change
V1.0	01/06/2024	Whole Document	Adoption by the Mosaic Partnership Trust and Implementation	New Academy Trust requirement of a Privacy Notice – Visitors, Suppliers and Third Parties



## Privacy Notice (Ref 03MPTPNC)

### **1.0 Privacy Notice (how we use visitor, supplier and third party information):**

This is our Trust Privacy Notice covering all our schools for visitors, suppliers and other third parties who have contact with the Mosaic Partnership Trust and/or the Trust's individual schools.

The Trust aims to ensure that all personal data collected by the Trust and in its individual schools is collected, stored and processed in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act 2018 (DPA 2018).

You have a right to be informed about how we use any personal data that we hold about you. 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 applies to individuals such as visitors to the Trust or our schools and suppliers of goods and services who we work with, whom we collect, store and use personal data about. (There are separate privacy notices for our parents and carers, children {pupils} and the staff).

This privacy notice is intended for but is not limited to individuals in the categories listed below or who work for any of the following:

- Our suppliers e.g. any individuals involved in providing contracts for goods and services
- Our regulators, lawyers, insurers, auditors, professional advisors and other professional contacts
- Visitors to the Trust or our school premises
- Individuals involved with commercial lettings at our school premises
- Others who get in touch with us, e.g. with questions, complaints, feedback (in this instance we expect that the individual will be in control of the personal information they wish to provide to us)
- Visitors to our Trust or school websites

The Mosaic Partnership Trust is based at Parkwall Primary School, Earlstone Crescent, Cadbury Heath, Bristol BS30 8AA for the purposes of data protection law.

Our data protection officer is: Gemma Goodman (Governance Professional and Compliance Officer)

### **2.0 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:

- Contact information for individuals such as name, address, email address, contact numbers
- Personal identification to enable the identity of individuals to be verified for safeguarding reasons



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- Information relating to a visit e.g. company or organisation name, car registration number
- References and CVs or employment history if collected as part of a tender or bidding process
- Any other personal information needed to fulfil a contract we have with you
- Information about an individual's personal situation or professional capacity
- Information about individuals employed or associated with our suppliers/advisors
- Payment information such as bank details
- Website data via the use of cookies, which store certain data such as IP addresses, time of visit etc

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

- Access arrangements that need to be made
- Dietary requirements which may include health conditions
- Photographs for identification purposes
- CCTV images captured by the Trust or in our school premises (where applicable)

For safeguarding reasons, we may also need to ask to see your Disclosure and Barring Service (DBS) Certificate, if applicable.

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

### **3.0 Why we use this data:**

We use the data listed above to:

- Identify you while at any of our premises
- Protect your health and safety and the health and safety of others at our schools e.g. staff and children
- Maintain accurate records of visitors to the Trust and our schools
- Provide appropriate access arrangements
- Decide whether to enter into a contract with you
- Fulfil the terms of our contract with you, including payment
- Keep an accurate record of the suppliers we use
- To facilitate the day-to-day operation of contracts such as billing, payments, internal record keeping, auditing and complaints handling.
- To comply with legal obligations and disclosures required/permitted by law.
- To support the provision of professional advice where we may have sought this or to respond to legal claims.
- To facilitate and support lettings of our premises and the day-to-day operation of these agreements such as personal identity information, billing, payments, internal record keeping and complaints handling.
- To help us answer questions from the public and deal with complaints.
- In respect of personal ID information and CCTV (where appropriate) - To safeguard our premises, students and staff.



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- In relation to Cookies and IP information- to support use of our website and improve our website service.

### 4.0 Our lawful basis for using this data:

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The Data Protection Act 2018 including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'.

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### 5.0 Storing data:

We keep personal information about you while you work with our schools/the Trust. We may also keep it beyond your work with us, if this is necessary.

We maintain a Data Retention Schedule which explains how long we will hold your personal information. You can request a copy of this from the Trust.

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

We will dispose of your data securely when we no longer need it.

### 6.0 With whom do we share data with?

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:

- Local authorities – to meet our obligations to share certain information, such as safeguarding concerns
- Government departments or agencies
- Academy Community Councillors as required to support their involvement in the governance of the Trust and our schools
- Third party providers such as IT service providers
- Professional advisors and consultants who work with the Trust/our schools.
- Police forces/Courts/Regulatory bodies
- Other Mosaic Partnership Trust schools and the Trust's central team to support the effective management and operation of our schools, for example to facilitate benchmarking exercises.
- Our internal and external auditors - to meet our legal obligations to have our accounts audited in accordance with legislation
- Survey and research organisations – to support the collation of data to support the improvement of education across the country.
- Health authorities and health and social welfare organisations– to meet our obligations to protect the welfare of the school community.



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- Security organisations – to ensure that our staff and students are as safe as possible and to meet our obligations and duties under legislation
- Our regulator e.g. Ofsted to meet our obligations under the legislative framework for the monitoring and evaluation and assessment of our schools.
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to meet financial commitments and to ensure the effective working of our financial systems.

### 7.0 Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to:

<https://www.gov.uk/guidance/complete-the-school-census>

### 8.0 Requesting access to your personal data

You have a right to make a 'subject access request' to gain access to personal information we hold about you.

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
- 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 us (see 'contact us' below).

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, 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



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### **9.0 Complaints**

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

### **10.0 Contact**

If you would like to discuss anything in this privacy notice, please contact Mosaic Partnership Trust Governance Professional and Compliance Officer:  
[gemma.goodman3@mosaicpt.org.uk](mailto:gemma.goodman3@mosaicpt.org.uk)

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