

'They will soar on wings like eagles ...'

Isaiah 40:31

collaborate | enrich | trust | innovate | aspire | nurture



Multi Academy Trust Policy

Common Trust Policy, Use as Published

Privacy Notice for suppliers of goods and services

Date adopted by Trust Board: 23/05/2018

Date of Review: March 2026

Date of next Review: March 2028

Contents

1. Who We Are.....	3
2. The Personal Data We Hold	3
3. Why We Use This Data.....	3
4. Our Lawful Basis for Using This Data	4
5. Collecting This Data.....	4
6. How We Store This Data	4
7. Who We Share Data With	4
8. Your Rights	4
9. Complaints	4
10. Contact Us.....	5

This privacy notice explains how Aquila, The Diocese of Canterbury Academies Trust collects, stores and uses personal information about suppliers and contractors who provide goods or services to the Trust. Under UK data protection law (UK GDPR and the Data Protection Act 2018) individuals have the right to be informed about how their personal data is used.

1. Who We Are

Aquila, The Diocese of Canterbury Academies Trust is the data controller for personal information processed by schools within the Trust.

The Trust is registered with the Information Commissioner's Office (ICO) as a data controller.

Aquila, The Diocese of Canterbury Academies Trust
Suites 19 & 20 Motis Business Centre
Cheriton High Street
Folkestone
Kent CT19 4QJ

The Trust has appointed a Data Protection Officer (DPO) who oversees compliance with data protection legislation.

Data Protection Officer
Tracey Howard
Email: DPO@aquilatrust.co.uk
Telephone: 01303 905103

Individual schools within the Trust also have a Data Protection Representative who manages day-to-day data protection matters locally.

2. The Personal Data We Hold

We collect personal information about suppliers and their representatives in order to manage contractual relationships and maintain accurate business records.

This may include:

Contact information

- Name
- Job title
- Business address
- Email address
- Telephone number

Financial information

- Bank details where payments are made to individuals or sole traders

Contract information

- Tender or bidding documentation
- References and professional information where relevant

Visit information

- Records of visits to school sites
- Vehicle registration numbers where applicable

Images and recordings

- Photographs for identification
- CCTV images captured on school premises

3. Why We Use This Data

We use supplier personal data to:

- evaluate and appoint suppliers

- manage contracts and service delivery
- process payments and financial transactions
- maintain supplier records
- manage site visits and ensure site security

4. Our Lawful Basis for Using This Data

Under UK data protection law we process supplier data where:

- it is necessary to fulfil a contract
- it is necessary to comply with a legal obligation
- it is necessary for legitimate interests in managing Trust operations

5. Collecting This Data

Most information is collected directly from suppliers or their representatives during procurement or contract management processes.

We may also receive information from:

- professional references
- publicly available sources
- regulatory bodies where required

6. How We Store This Data

Supplier data is stored securely in accordance with the Aquila Data Retention Policy.

Records relating to contracts and financial transactions may be retained in line with financial regulations and audit requirements.

When data is no longer required it is securely deleted or destroyed

7. Who We Share Data With

We may share supplier information with:

- financial institutions to process payments
- auditors and regulatory bodies
- legal advisers and consultants
- organisations providing finance or procurement systems

Information is only shared where necessary and lawful.

International Data Transfers

Where personal data is transferred outside the UK, we ensure appropriate safeguards are in place in accordance with UK data protection law.

8. Your Rights

Under UK data protection law individuals have rights including:

- the right to access personal data
- the right to correct inaccurate data
- the right to request deletion in certain circumstances
- the right to object to processing

9. Complaints

If you have concerns about how personal information is used, please contact the Trust's Data Protection Officer.

You may also complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk/concerns>

Telephone: 0303 123 1113

10. Contact Us

If you have any questions about this privacy notice or how personal data is processed, please contact:

Tracey Howard, DPO@aquilatrust.co.uk