

Privacy Notice – Third Parties

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General Information

This privacy notice tells you what to expect us to do with your personal information if you are a supplier of goods or services, including professional services.

A privacy notice tells you:

- How we obtain your personal information;
- the purposes we process it for;
- how we process it;
- whether you have to provide it to us;
- how long we store it for;
- whether there are other recipients of your personal information;
- whether we intend to transfer it to another country; and
- whether we make automated decisions or use your information for profiling.

Ardingly's Contact Details

Ardingly College is responsible for the personal information we process.

There are many ways you can contact us, including by phone, email and post.

Our postal address:

Ardingly College

College Road

Ardingly

Haywards Heath

West Sussex

RH17 6SQ

Telephone number: +44 (0) 1444 893000

Our Data Protection Contact Details

Our point of contact for data protection related queries is the College Privacy Officer. You can contact them at dataprotection@ardingly.com or via our postal address.

How do we get personal information?

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- you work for an organisation that provides services to the College;
- you work for an organisation with which the College corresponds for professional purposes; or
- you work for an organisation that supplies goods to the College.

We also receive personal information indirectly, in the following scenarios:

- from other academic institutions or government bodies.

Information we store

- Personal details (such as name and work contact details);
- General correspondence, orders and invoices;
- Financial details (sole traders or partners);
- Skills, qualifications and areas of professional expertise;
- Health & Safety including Employer's Liability insurance certificated where appropriate; and
- Static and moving images (such as CCTV recordings if you visit our site).

Why we collect and use personal information

We collect and use personal information, for the following purposes:

- to support the fulfilment of College contracts;
- to arrange and pay for the provision of goods and services to the College;
- to monitor and report on contractor performance; and
- to keep visitors and contractors safe on our premises.

Under the Data Protection Act (2018) and the included reference to the GDPR, the lawful bases we rely on for processing personal information relating to supplier representatives and professional contacts are:

1. Clause (b), Article 6 of the General Data Protection Regulation:

“processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract”

- **This lawful basis is our grounds for processing personal information to support the fulfilment of College contracts and to arrange and pay for the provision of goods and services to the College.**

2. Clause (d), Article 6 of the General Data Protection Regulation:

“processing is necessary in order to protect the vital interests of the data subject or of another natural person”

This lawful basis is our grounds for processing personal information to keep contractors and visitors safe on our premises.

How we process your personal information

Automated Decision Making:

- The College does not use any automated processes in making decisions about data subjects.

Document Retention:

- The College's approach to data retention is detailed in our Data Storage and Retention Policy. You can see a copy of this policy by asking the College Privacy Officer at dataprotection@ardingly.com.

Data Disposal:

- The College's approach to data disposal is detailed in our Data Storage and Retention Policy.

Computer Security and User Access Control:

- The College provides details about our security measures in the Information Governance and Compliance Policy and other policies referenced in that document. Copies of these policies are available on request to the College Privacy Officer at dataprotection@ardingly.com

Guidelines, Training and Expectations of our Staff who work with your Personal Data:

- The College provides details about our security measures in the Information Governance and Compliance Policy and other policies referenced in that document.

Data Breaches:

- The College's approach to a data breach is detailed in the Data Breach Policy.

Data Transfer and Encryption:

- The College's approach to a data transfer is detailed in the Data Sharing Policy.

Your Data Protection Rights

Under data protection law, we are required to make you aware of your rights. The rights available to you depend on our reason for processing your information.

Your right of access

You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process. [You can read more about this right here.](#)

Your right to rectification

You have the right to ask us to correct information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies. [You can read more about this right here.](#)

Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances. [You can read more about this right here.](#)

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances. [You can read more about this right here.](#)

Your right to object to processing

You have the right to object to processing if it causes you or another person damage or distress or if we are using the data for direct marketing purposes. [You can read more about this right here.](#)

Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated. [You can read more about this right here.](#)

You are not required to pay any charge for exercising your rights.

Please contact us at dataprotection@ardingly.com if you wish to exercise a data protection right or contact our helpline on +44 (0) 1444 893000.

Sharing your information

We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They may share your personal information with another third party organisation but only as specifically agreed with us. They will hold it securely and retain it for the period we instruct.

In some circumstances we are legally obliged to share information. For example, under a court order or where we cooperate with regulatory bodies in order to further their, or our, objectives. In any scenario, we'll satisfy ourselves that we have a lawful basis on which to share the information and document our decision making and satisfy ourselves we have a legal basis on which to share the information.

We routinely share information with:

- The Woodard Corporation (our parent charity)
- UK Visa and Immigration (details of agencies involved in the recruitment of overseas students)

International transfers

Some of our service providers are located outside the UK and we rely on mechanisms approved by both the UK and the EU to ensure the security of the data and data protection rights. Some countries have been approved as offering an adequate level of data protection and, where this is not the case, we ensure that the approved Standard Contractual Clauses are in place.

Complaints

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