



Camphill School Aberdeen

## Suppliers Privacy Notice

### 1. Introduction

This Notice describes the types of information collected, how that information is used and disclosed, and how you can access, modify, or delete your information.

Camphill Rudolf Steiner Schools Ltd (SC103899), business name of Camphill Schools Aberdeen (CSA).  
Murtle House, Murtle Estate, Bielside, Aberdeen AB15 9EP.

### 2. How do we collect information about and for what purpose?

When you are invited to engage with CSA as a potential supplier, we collect relevant information about you in order to enter into a contract with you or your organisation for the provision of goods and services. This data will include your name and the name of the organisation that you represent. In the event you contract with us as an individual we will also require your address and bank account details.

Where you are involved with any activity that entails Health and Security risk, such as construction, we will obtain information about your skills and experience as part of our due diligence assessment for the purposes of entering into a contract.

The information is collected to ensure that the work is conducted in accordance with professional standards to comply with legal requirements and to pursue our legitimate interests.

### 3. Data Minimisation and Retention

We will only collect the minimum amount of personal information necessary and will only keep your information for as long as needed for the performance of the contract and for keeping appropriate accounting records, and to comply with health and safety legislation.

### 4. Protection of your information

CSA has in place administrative, technical and physical measures designed to guard against and minimise the risk of loss, misuse or unauthorised processing or disclosure of the personal information that CSA holds. CSA will not transfer any supplier personal information out with the EEA.

### 5. Sharing your information

CSA will share your information with our payment providers and external regulators.

### 6. Your Duty to Inform us of Changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

## 7. Your Duties

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

If you wish to update your details, please contact the CSA Data Protection Leads.

You can ask us to send your personal information directly to another service provider, and we will do so if this is technically possible. We may not provide you with a copy of your personal information if this concerns other individuals or we have another lawful reason to withhold that information.

## 8. Your Rights

In line with UK GDPR legislation, individuals have certain rights. Under certain circumstances you have rights under data protection laws in relation to your personal data:

- Request of access to your personal information (commonly known as a "**data subject access request**").
- Request correction of the personal data that we hold about you.
- Request erasure of your personal data.
- Object to processing of your personal data where we are relying on a legitimate interest.
- Request restriction of processing of your personal data.
- Request the transfer of your personal data to you or to a third party.
- Withdraw consent at any time where we are relying on consent to process your personal data.

If you want to exercise any of your rights, please contact us.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive. Alternatively, we could refuse to comply with your request in these circumstances. We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response. We try to respond to all legitimate requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made several requests. In this case, we will notify you and keep you updated.

We will contact you primarily using your preferred contact method and limit the frequency of non-personalised communications wherever possible. You may opt out from receiving correspondence at any time via the contact details below.

More information on your rights can be found on the Information Commissioner's Office website – [www.ico.org.uk](http://www.ico.org.uk)

## 9. Data Protection Lead

If you wish to exercise those rights, you can contact:

Mr Alex Busch – Executive Director

Mr Martin Alfred – Safety, Community and Management Support Officer

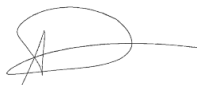
Camphill School Aberdeen, Central Office, Murtle Estate, Aberdeen, AB15 9EP

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This Privacy Notice is proposed by Martin Alfred, Safety, Community and Management Support Officer, endorsed by the CSA Management Team, and approved by the Executive Director on 05/09/2023.

Signed:



*Alex Busch, Executive Director*

Review Date: August 2024