



School Business Partner – Privacy Notice

Introduction – Under data protection law, individuals have the right to be informed about how School Business Partner (SBP) uses any personal data that we hold about them. We comply with this right by providing ‘**privacy notices**’ to individuals where we are processing their personal data.

This **privacy notice** tells you what to expect when the School Business Partner (SBP) collects personal information. It applies to information we collect about:

- Visitors to our website
- Users of our services
- Job applicants and current or future employees

Visitors to our website

Our website (www.schoolbusinesspartner.co.uk) is provided by www.wix.com for details of their privacy statement click [here](#)

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. The information is used to track visitor use of the website and to compile statistical reports on website activity. See www.aboutcookies.org for more information.

We also use X (formerly known as Twitter) @SchBusinessPrtn and Facebook (@schoolbusinesspartner) here are their privacy policies <https://twitter.com/en/privacy> and <https://www.facebook.com/about/privacy>

Users of our service

Personal data that we may collect, use, store and share (when appropriate) about individuals includes, but is not limited to:

- Contact details, contact preferences, date of birth.
- Date, time and length of contact periods (mainly for invoicing purposes)

We use this data to:

- Support the effective delivery of consultancy and coaching services into your organisation.
- Raise accurate invoices and charges for the services provided.

Job applicants and employees

Personal data that we may collect, use, store and share (when appropriate) about individuals includes, but is not limited to:

- Contact details, contact preferences, date of birth, identification documents.
- Photographs
- Characteristics, such as ethnic background and disability status
- Employment history and references
- Health history information
- DBS certificate numbers
- Payroll data

We use this data to:

- Recruit staff in a fair and open way.
- Comply with safeguarding requirements as detailed in Part of Keeping Children Safe in Education <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Apply for a DBS Disclosure certificate.
- Comply with the equalities act and the public sector equalities duty.
- Operate payroll systems.

Complaints and queries

We take any complaints about our data collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you may make a complaint to the Information Commissioners Office; -

- Online via [Make a complaint | ICO](#)
- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Access to personal information

How we store individual's data – we keep personal data for the length of our contractual relationship with yourselves. Financial data will be kept for the current, plus 6 previous financial years.

Individuals have rights to make a '**subject access request**' to gain access to personal information that School Business Partner holds about them. 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
- Tell you who it has been or will be shared with
- Let you know if any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in intelligible form.

If you would like to make a subject access request, contact us using the details at the bottom of this notice.

Other Rights

Under data protection law, individuals have the right to: -

- Object to the use of personal data if this would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by computer or machine, rather than a person)

- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

Disclosure of personal information (Data Sharing)

We do not share information about you with any third party without 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 your personal information with: -

- The Department for Education
- H.M.R.C.
- Our auditors and accountants (<https://footprintsaccountancy.com/> and <https://wagemate.com/>)
- International Coaching Federation – for coaching clients only (<https://coachingfederation.org/>)
- Quickbooks (<https://www.intuit.com/privacy/statement/>)

Our legal basis for using this data.

We only collect and use your personal data when the law allows us to. Most commonly we process it where:

- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.
- We have obtained consent to use it in this way.

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Marketing

Visitors to our website have the option to subscribe to our newsletter by completing the online form with your contact details. We will contact you from time to time with information about our services and articles which you may be interested in. We do not share this information with other organisations. You have the right to opt out of all marketing communications. If you no longer wish to be contacted for marketing purposes, please enquiries@schoolbusinesspartner.co.uk

How to contact us:

Email – admin@schoolbusinesspartner.co.uk

Tel – 07983396029

Post – School Business Partner, 2 Moorthorpe View, Sheffield S20 6QE.

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