



## **Lordswood Girls' School & Sixth Form Centre Supplier Privacy Notice**

Lordswood Girls' School collect and hold data on suppliers to enable orders to be placed in accordance with the purchasing terms and conditions and to ensure the accurate and timely payment for goods and/or services.

### **The categories of school information that we process include:**

- Personal/Company information (such as name, address, telephone number, email address and VAT registration number)
- Payment information (such as bank details)

### **Why we collect and use workforce information**

We use supplier data to:

- a) Contact suppliers regarding orders and deliveries of goods and/or services
- b) Issue orders to suppliers
- c) Make payments to suppliers via BACS/Cheques
- d) Make VAT submissions
- e) Support internal and external audit reviews

### **The lawful basis on which we process this information**

We collect and use supplier information under GDPR, Article 6 (1), where the data subject has given consent and where it is necessary to meet the requirements within a contract to process personal data for one or more specific purposes

### **Collecting this information**

Whilst the majority of information provided to us is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, we will identify at the point of data collection, which information is mandatory or voluntary.

### **Storing this information**

We will hold payment data for a minimum of 6 years plus current year, however supplier data collected will be kept as long as contractually necessary.

## Who we share this information with

We routinely share this information with:

- Lloyds Bank
- Xero (financial software)
- HMRC
- PKF CooperParry (Auditors)

## Contact

If you would like to discuss anything in this privacy notice or withdraw consent, please contact:

**Lynne Latham, Data Protection Officer**  
**Telephone Number: 0121 429 2838**  
**[l.latham@lordswoodtrust.co.uk](mailto:l.latham@lordswoodtrust.co.uk)**