



Privacy Notice - 3rd Parties

Trusts and schools are currently required to inform any individual or company about how their personal data may be collected, stored and used.

Our trust, Agape Multi Academy Trust C/O The Piggott School, Twyford Road, Wargrave, Berkshire, RG10 8DS (telephone: 01189 402357), is the 'data controller' for the purposes of UK data protection law.

Who processes your information?

The Trust and the schools within the trust are the data controller, and they control any personal data that is provided. This means they determine the purposes for, and the manner, in which any personal data relating to third parties is processed.

The Trust and each school within the trust has a data protection officer (DPO). Their role is to oversee and monitor the school's data processing practices. These individuals can be contacted:

For The Agape Multi Academy Trust: Mrs Rebecca Marr Agape Multi Academy Trust, C/O The Piggott School, Twyford Road, Wargrave, Berkshire, RG10 8DS. Email: MarrR@agapetrust.co.uk Telephone: 01189 402357

For Altwood School: Satswana Services, Suite G12 Ferneberga House, Alexandra Road, Farnborough, Hampshire, GU14 6DQ. Email: admin@satswana.com Telephone: 01252 759177. Enquiries and requests should be sent in the first instance to Mrs N. Walker, Headteacher's PA, Altwood School, Altwood Road, Maidenhead, Berkshire, SL6 4PN nwalker@altwoodschool.co.uk

For The Piggott School: Mr David Thatcher, The Piggott School, Twyford Road, Wargrave, Berkshire, RG10 8DS. Email: dpo@piggottschool.org Telephone: 01189 402357

For Robert Piggott Infant & Junior Schools: Mrs Caroline Hoyle, School Business Manager, Beverley Gardens, Wargrave, Berks RG10 8ED. Tel: 0118 940 2414 Email: DPO@robertpiggott.wokingham.sch.uk

For Shinfield St. Mary's CE Junior School: Mrs Fiona Eames, Shinfield St. Mary's Junior School, Chestnut Crescent, Shinfield, Reading, RG2 9EJ. Email: admin@shinfield-st-marys.wokingham.sch.uk. Telephone: 01189 883663

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Where necessary, third parties may be responsible for processing any personal information you provide. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with your privacy rights – the school is bound to the same requirements as third parties to ensure the security of personal data.

Why do we need your information?

Agape Multi-Academy Trust and the schools within the trust have a legal right and a legitimate interest to collect and process personal data relating to those:

- contracted to work at or with the schools or Trust
- volunteer at the schools of the Trust
- visit the schools or Trust in any capacity
- rent or use the facilities of the Trust or its schools
- Supply the Trust/schools with any services/goods
- Apply to work at the Trust or any of its schools

The school processes personal data in order to meet the statutory safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Keeping Children Safe in Education

Third parties' personal data is also processed to assist in the running of the school or Trust, and to enable individuals and organisations to work with us, book facilities, be paid or have invoices issued.

If third parties fail to provide their personal data, there may be significant consequences. This includes the following:

- Being unable to conduct business with the school
- Not being paid
- Denial of access

Which data is collected?

The personal data that may be collected includes the following:

- Name of organisation /individual
- Contact information of organisation/individual
- Name of point-of-contact
- Contractual agreements details including remuneration /cost details, bank account and insurance details.
- Car registration details (if on site during school hours)
- Job application forms
- Online searches and social media (as part of our safer recruitment process)
- Information about your use of our information and communication systems, equipment and facilities
- Information from the Disclosure and Barring service

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any access arrangements that may be required
- Photographs for identification purposes
- CCTV images captured in school
- Criminal offence data (from application forms or from the Disclosure and Barring

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Service only)

We may also hold data about you that we have received from other organisations, including other schools, local authorities, your employers and the disclosure and barring service.

For which purposes are your personal data processed?

In accordance with the above, third parties' personal data is used for the following reasons:

- To allow for the smooth operation of contractual agreements
- To allow for financial transactions to be processed
- To allow access to the site to those entitled to do so
- To keep everyone on site safe and secure
- To ensure everyone is treated equally and fairly
- To ensure an effective use of the Trust and schools' facilities and resources
- To allow for the smooth operation of the Trust/Schools
- To comply with employment law in relation to recruitment and our associated recruitment and safer working policies
- Provide appropriate access arrangements
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
- Meet legal requirements placed upon us

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- For the purposes of a - k, in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school or trust
- For the purposes of a and b 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 (Article 6 – 1 (b));
- For the purposes of e, h, i and k processing is necessary for compliance with a legal obligation to which the controller is subject (Article 6 – 1 (c));
- For the purposes of d processing is necessary in order to protect the vital interests of the data subject or of another natural person (Article 6 – 1 (d));
- For the purposes of a to k inclusive processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child (Article 6 – 1 (f)).

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, (Article 9 (2) (a)) [UK GDPR - Article 9](#) or;
- Article 9 – 2g reasons of substantial public interest (with a basis in law). Under Schedule 1 of the DPA 2018 we rely on:
 - Ground 8 – equality of opportunity and/or treatment
 - Ground 10 – preventing or detecting unlawful acts
 - Ground 16 – support for individuals with a particular disability or medical condition
 - Ground 18 – safeguarding of children or individuals at risk

Criminal offence data – we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email promoting school or trust-wide events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts by contacting us (see 'Contact us' below).

Use of your personal data in automated decision-making and profiling

We do not process any visitors' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Will your personal data be sought from third parties?

Personal data may be obtained and processed from other third parties where the law requires the school to do so, e.g. payment information. The categories of data obtained and processed from third parties include:

- Bank account details
- HMRC
- Disclosure and barring service
- Your employer

How is your information shared?

Agape Multi-Academy Trust and the schools within it will not share your personal information with any other third parties without your explicit consent, unless the law allows us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

Our local authorities, Royal Borough of Windsor & Maidenhead and Wokingham Council, to meet our legal obligations to share certain information with them, such as safeguarding concerns

- Government departments or agencies
- Department for Education

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- Our regulator, (e.g. Ofsted)
- Suppliers and service providers:
- Our auditors
- Security organisations
- Professional advisers and consultants
- Police forces, courts or tribunals
- Disclosure and barring service

How long is your data retained for?

Third party personal data is retained in line with the school's and Trust Retention Policies which are available on our websites.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

What are your rights?

As the data subject, you have specific rights to the processing of your data.

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact the most appropriate DPO as detailed on page 1.

You have the right to:

- Object to our use of your personal data where it is likely to cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office if you feel we have not used your information the right way
- Claim compensation for damages caused by a breach of the data protection regulations

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. If the lawful basis is consent you don't have the right to object, but you have the right to withdraw consent

See information on the types of lawful basis in section 4 of this privacy notice.

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To exercise any of these rights, please contact us (see 'Contact us' below).

Contacting us, withdrawal of consent and the right to lodge a complaint

Where the processing of your data is based on your explicit consent, you have the right to withdraw this at any time. This will not affect any personal data that has been processed prior to withdrawing consent. You can withdraw consent by contacting, the DPO as appropriate (please see page 1-2 for their contact details).

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> (or call 0303 123 1113 or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF).

How can you find out more information?

If you require further information about how we store and use your personal data, please visit our websites, and download our Data Protection Policy. Policies are available in printed form upon request.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in June 2026.