



## Privacy Notice- General Data Protection Regulation (GDPR) Suppliers

Dear Sir or Madam

### **GENERAL DATA PROTECTION REGULATIONS – 25 MAY 2018**

As you may be aware, the law in relation to data protection is changing on **25 May 2018**. Lockwood Primary School takes data protection seriously and are currently preparing for the General Data Protection Regulations to come into force. As a result, we are contacting all our existing suppliers to provide them with an update on how we hold any personal data we collect as a result of our client relationship. We would ask that you read the below paragraphs carefully and tick the boxes to confirm your agreement. Please then return this letter by email to [office@lockwood.rac.sch.uk](mailto:office@lockwood.rac.sch.uk) or by post, marked for my attention, to the address on the bottom of this letter.

#### **Data Protection**

We will keep your personal data secure and only store it for as long as necessary and only for the purposes of our current requirement in order to provide services to your organisation. Once personal data is no longer needed, we will destroy it securely.

Please tick the box to confirm that you consent to us holding and processing your data in this manner. We will assume by your ticking this box that you have obtained the consent to submit from any of your employees whose personal data you submit to us. \*

#### **Data Retention**

We would like to retain your data on file for any future needs. The main way in which we do this is to record your organisation's details on our customers' list so that we contact you directly if we believe we could assist you with any future need for goods and/or services. In these circumstances, we would only keep the minimum amount of data needed, with only a limited number of individuals having access to such data.

G.D.P.R. - Lockwood Primary  
Privacy Notice Suppliers  
Nov 2018

Please tick this box to confirm that you consent to us retaining your data in this manner. \*

Name: .....

Position: .....

Company Name: .....

Date: .....

\*Please note that you can withdraw your consent to either or both of the above uses of your data at any time. If you elect to do so, please inform us in writing either by email to [office@lockwood.rac.sch.uk](mailto:office@lockwood.rac.sch.uk) or post, marked for my attention, to the address below. If you require any further information in relation to data protection or this letter, please do not hesitate to contact me on 01287 650238.

Yours faithfully

Lisa Gardner  
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