

**Privacy Notice – Procurement**

**Background**This Privacy Notice is designed to explain how and why information about individuals in the following categories is used and managed:

* Suppliers, contractors and tenders

All of the personal information will be treated in accordance with the terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This means that confidentiality will be respected and that appropriate security measures will be taken to prevent unauthorised disclosure. This notice is intended to meet the transparency requirement of the legislation and to ensure that all individuals in the categories above know how their data will be processed.

**Using your personal information**

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| **Who will process my information?**  Under Data Protection law the University is the “data controller”. This means that the University is responsible for how it uses and processes your information and complying with requests relating to your personal data. |
| **Why do we collect and use your personal information?**  To evaluate tender responses and undertake order processing. |
| **Keeping information updated**  The University strives to ensure that all personal information is accurate and up to date.  Supplier form information is updated on the system if we are informed of changes by the supplier to the information submitted. There is not usually a requirement to update CV information. |
| **How long is the information kept?**  The University will retain your information only for as long as necessary for the purposes described.  Further information is available in the University Records Retention Schedules:  <https://www.gcu.ac.uk/recordsmgt/> |
| **Where do we obtain information from?**   * Personal CVs are collected via tender responses via PCS-T or PCS Systems and may be downloaded to a restricted area on the University’s network * New Supplier information is provided to GCU via email |
| **What information is being collected and used?**  Data will consist of the information provided by the “data subject” or a company acting on behalf of the University. Information may be in hard copy or electronic format. This includes:   * Personal CVs and date of birth of bidder representative in relation to tender responses * Personal data such as name, email address, telephone number, home address where these details are captured on a new supplier form |

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| Where GCU processes information about criminal convictions and offences this will be subject to additional protection and access to the information will be restricted. |
| **Who is the information shared with?**  Tender responses may be shared with external consultants. |
| **How is the information kept securely?**  Information is kept securely on University equipment in line with University Information Security and Data Protection Policies. Access is restricted to only those staff or authorised agents who require it and on a “need to know” basis. |
| **Will the information be used for automated decision-making?**  No. |
| **Is the information transferred outside the European Union?** No. |
| **Your rights**  You have the right to:   * Find out what personal data we process about you and to request a copy of the data * Ask us to correct inaccurate or incomplete data * Withdraw consent to process your personal data, if you were asked for and provided consent   If you think we are acting unfairly or unlawfully you can:   * Object to the way we are using your data * Complain to the UK Information Commissioner’s Office   Under certain conditions you also have the right to ask us to:   * Restrict the use of your data * Erase your information or tell us to stop using it to make decisions about you * Provide you with a portable electronic copy of data you’ve given us   Please contact us if you wish to exercise/enquire about any of these rights.  **Contact Details**  Data Protection Officer (DPO)  Department of Governance  Britannia Building  Glasgow Caledonian University  Cowcaddens Road  Glasgow  G4 0BA  Email: [dataprotection@gcu.ac.uk](mailto:dataprotection@gcu.ac.uk) |
| **Legal basis for using your information**  The legal conditions which enables the University to process personal information is found in Article 6 of the General Data Protection Regulation (GDPR). In particular we rely on:   * Article 6(1)(a) consent * Article 6(1)(b) performance of a contract * Article 6(1)(c) legal obligation * Article 6(1)(e) public task * Article 6 (1)(f) legitimate interests   Criminal convictions data may be processed in line with procurement legislation. The legal basis for this is within Article 9 (2)(b) of GDPR and Article 57 of The Public Contracts Regulations 2015. |
| **Further information**  The Information Commissioner’s Office website: <http://www.ico.org.uk>  GCU staff Privacy Notice <https://www.gcu.ac.uk/dataprotection/staffprivacynotice/>  GCU Data Protection webpages: <https://www.gcu.ac.uk/dataprotection/> |