**Procurement Privacy Notice**

This privacy notice explains what personal data the University of South Wales Procurement Team processes when working with suppliers and potential suppliers.

The University of South Wales is the data controller and the University’s Data Protection Officer can be contacted at: dataprotection@southwales.ac.uk.

What information we collect and why we collect it?

Information relating to potential suppliers and suppliers is collected at various stages e.g., when looking at supply options, through the tendering process and once tenders are awarded as part of the ongoing working relationship with the supplier.

For administrative and operational purposes relating to the procurement process the following information may be processed:

Name, email address, telephone number, address, contact preferences, bank and financial information.

How do we use the data?

The University will use data in the following ways:

To facilitate payments,

In response to Internal Audit Checks

To help staff in identifying active suppliers

To respond to requests under the Freedom of Information Act

To keep individuals updated on news relating to procurement and appropriate supplier events

What is our legal basis for processing?

Personal data relating to the administration of a tender is processed as it is necessary for the performance of a contract.

The University’s Procurement Team periodically send updates to suppliers relating to their work and invitations to events to support suppliers. Personal information used in this way is processed as it is necessary for the legitimate interests of the data controller or third parties.

Who are the recipients or categories of recipients?

Where necessary personal information will be shared internally within the faculties and departments across the University. Personal data is protected by the University and information will not be disclosed to third parties without consent, or, unless it is permitted by law.

Any transfers to third countries and the safeguards in place

In certain instances, the University will use third parties (data processors) to provide specific services to, or on behalf of the University, where this is the case, appropriate contracts will be in place to ensure that personal data is protected.

The retention period for the data

Personal data will be stored in line with our [retention schedule](http://uso.southwales.ac.uk/ig/rm/schedule/).

Individual rights

Individuals have a right to access their own personal information, and where appropriate to object to the processing of their data, to rectify, to erase, to restrict and to port personal information.

Further information on individual rights is available on the [University Data Protection webpages](http://uso.southwales.ac.uk/ig/dp/) .

Any requests or objections should be made in writing to the University Data Protection Officer:-

University Secretary’s Office,

University of South Wales
Pontypridd,

CF37 1DL

Email: dataprotection@southwales.ac.uk

Individuals dissatisfied with the way in which their personal data has been processed may in the first instance contact the University Data Protection Officer using the contact details above.

In the event that an individual remains dissatisfied then they may contact the Information Commissioner’s Office: -

Information Commissioner’s Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

 [www.ico.org.uk](http://www.ico.org.uk)

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