

## PRIVACY NOTICE

<b>Service</b>	Corporate Procurement
<b>Data Controller</b>	Runnymede Borough Council, Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH
<b>Data Protection Officer</b>	Natalie Lacey dpo@runnymede.gov.uk

### 1. Introduction

- 1.1 The Council collects and processes personal data relating to Tenderers in order to carry out a suitability assessment and due diligence as part of a procurement exercise. The organisation is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations.

### 2. What Information is Collected?

- 2.1 The Council collects and processes a range of information about suppliers, contractors, potential suppliers and contractors, companies and individuals. This includes:

- your name, address and contact details, including email address and telephone number;
- date of birth;
- nationality and country of residence;
- details of any conviction.

- 2.2 The information is collected in a variety of ways. For example, data is collected through quote and tender submissions and correspondence with you using the Council's online e-Sourcing portal, SE Shared Services.

### 3. Why is Personal Data Processed?

- 3.1 Processing of your information is necessary to ascertain the suitability of the companies owned or controlled by you before progressing the procurement and awarding the contract in accordance with the Public Contract Regulations 2015.

### 4. Who has Access to the Data?

- 4.1 Your information may be shared with the parties set out below for the purposes stated above:

- Other Council departments
- Consultants assisting the Council with the Procurement
- National Fraud Initiative (NFI)
- Her Majesty's Revenue and Customs (HMRC)
- Cabinet Office
- Legal representatives of other parties in case of any challenges

- 4.2 The Council requires all third parties to respect the security of your personal data and to treat it in accordance with the law. Third-party service providers are not permitted

to use your personal data for their own purposes and are only permitted to process your personal data for specified purposes and in accordance with Council instructions and data protection laws. They are also obliged to implement appropriate technical and organisational measures to ensure the security of the data.

4.3 Your data will not be transferred to countries outside the European Economic Area.

## **5. How is Data Protected?**

5.1 The Council takes the security of your data seriously. The organisation has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by its employees in the performance of their duties. Data will only be processed by members of staff authorised by the Data Controller for this purpose. Access to Council systems is limited to authorised members of the Corporate Procurement team and other service departments whose job role requires access to the personal data.

## **6. For How Long is Data Kept?**

6.1 Your personal data, along with all the information submitted during the procurement exercise, is kept for a period of 3 years in accordance with the requirement outlined in the Procurement Regulations. If you are awarded the contract, your personal data along with all the tender information will form part of the contract and will be held for a period of 6 years (if executed underhand) or 12 years (if executed as a Deed) after the expiry of the Contract.

## **7. Your Rights**

7.1 As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a subject access request);
- request a change to incorrect or incomplete data;
- request for deletion of or cessation of processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your personal data in certain circumstances. The Council may still be required to hold or process information if there are legitimate grounds for doing so.

7.2 You can make a subject access request by completing the Council's form for making a subject access request. This can be found at the web address below.

<https://www.runnymede.gov.uk/article/14634/Can-I-ask-for-personal-information-about-myself->

7.3 Should you believe that Runnymede Borough Council has not complied with your data protection rights, you should initially contact our Data Protection Officer and if dissatisfied with the outcome you can make a complaint to the Information Commissioner. The website address for further information on making a complaint to the Commissioner can be found below:

<https://ico.org.uk/make-a-complaint/>