

Procurement

In providing tenders, quotes or references on company performance to the Council, you may have given us personal information.

This privacy notice explains:

- How, when and why we hold your personal information during the course of a public procurement competition and subsequent award of contract; and
- The limited circumstances in which we may disclose your personal information.

The Council understands that the information you provide us with is important to you and we are committed to protecting and respecting your privacy.

Personal Information

Personal information is information relating to an identified living individual. For example: your name, an identification number or location data.

Why are we asking for this information?

We may require your personal information so that we are able to administer, process and respond to your tenders, quotes and other matters relating to the conduct of a competition or management of a contract.

Normally the only personal information contained in quotes or tenders are the names and appointments of:

- The staff member(s) completing the documentation,
- Those individuals responsible for delivering or managing the proposed service and/or contract,
- Those individuals who are authorised to sign contracts on behalf of the prospective contractor, or
- Previous/existing customers named as referees.

What rights do we have to hold your information?

There are several grounds for holding personal information. Those relevant to public procurement are:

- **Contract:** the processing is necessary for a contract.
- **Legal Obligation:** the processing is necessary to comply with the law.



- **Public Task:** the processing s necessary to perform a task in the public interest or for our official functions.

Plainly, the common basis for holding information would be a public procurement competition and management of any subsequent contract. We could continue to hold personal data, however, if there are mitigating circumstances which would allow us to do so (for example: if we suspected any wrongdoing, we are able to continue holding the data on the basis of Legal Obligation to support any subsequent investigation).

What are your rights?

Access: You have the right to receive a copy of your personal information.

Rectification: You have the right to have any inaccurate or incomplete personal information rectified.

Erasure: You have the right to request the erasure of your personal information so long as its processing is no longer:

- Necessary for the purposes for which it was obtained; or
- Required for a legal obligation.

Objection: You have the right to object to us processing your personal information where you have an objection on “grounds relating to your particular situation.”

Restriction: You have the right to request a restriction of the processing of your personal information in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected.

Please let us know if any of the information we hold about you is incorrect. If you have any questions about how we use your personal information, please contact us using the details provided at the end of this notice.

Sharing your information

We may share your personal information with:

- Other public bodies named as party to the competition (and prospective contract);
- External professional advisors supporting the competition or contract (surveyors, architects, engineers, building surveyors, legal advisors, insurers, etc.); and
- External auditors or any other body authorised to inspect records to investigate compliance with law, regulations, codes of practice or similar.



We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, auditing bodies or other external bodies for such purposes.

Retaining your data

We only keep your information for as long as necessary. For some items, this will be dictated by law.

All related correspondence, documents, drawings model and materials will be retained as follows:

- **Contracts under Signed Deed** – 12 years from the completion of the contract.
- **Simple Contracts** – 6 years from the completion of the contract.
- **Unsuccessful Tenders and quotes** – 2 years from the award of the contract.

Exception: where CVs are provided as part of a quote or tender, they will be destroyed on completion of the competition.

We do not routinely process any information about you outside of the UK.

Complaints

We work hard to ensure that your personal information is managed safely and securely. If you have a complaint, write to us using the contact details below. You also have the right to complain to the Information Commissioner's Office. You can find more details on their website at <https://ico.org.uk/>.

