

Procurement Privacy Notice

This privacy notice explains what personal data the University of Plymouth Procurement Team collects from you as part of their activity, undertaken in accordance with our Financial Regulations.

Who are we and who is our representative?

The University of Plymouth is the Data Controller and is registered with the Information Commissioner's Office under registration Z7546246. The University's Data Protection Officer can be contacted through dpo@plymouth.ac.uk.

Why do we collect your data?

The University may need to collect your data for the following purpose(s):

- Through the process of New Supplier Set up forms in order to facilitate payment
- When seeking Formal Tender returns in response to advertised Contract opportunities

What type of data do we collect?

The University collects a number of different types of personal data. For the purposes described above the following types of data may be required:

- Name
- Email
- Date of Birth
- NI number
- Your address
- Your Image
- Bank and financial information

When and how do we collect your data?

There may be occasions where Personal Data is obtained by the University through the process of New Supplier Set Up and Formal Tender returns. These are handled by email, physical paper form or through our eTendering Portal.

The University will collect your information in different ways during. These will include:

- Information you provide directly to us
- We may also gain your personal data from third parties, for example, from references, information from a sponsor

How do we use your personal data?

The University will use your personal data in the following ways:

- To report on University expenditure with Third parties/Suppliers;
- To facilitate payments;
- In response to Internal Audit checks;
- To help staff in identifying active Supplier used by the University;
- To respond to requests under [the Freedom of Information Act](#);

What is the lawful basis for the processing?

The University must have a lawful basis in order to process personal data. For the purposes above these have been identified as follows:

Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law

How long do we keep your data?

Details of how long your personal data will be retained are available in the [Records Retention Schedule](#)

Who do we share your data with (including international transfers)?

Where there is a legitimate need or statutory obligations the University will disclose necessary personal data to third parties.

On occasion, the above types of sharing may involve the transfer of your personal information outside the European Economic Area.

Such transfers are carried out with appropriate safeguards in place to ensure the confidentiality and security of your personal information and are required because:

- We need to fulfil Contractual obligations;
- We are required to provide evidence to support our Internal Audit processes;
- We are responding to requests under [the Freedom of Information Act](#);

What rights do you have?

As a data subject you have a number of rights in relation to your personal data. You can:

- access and obtain a copy of your data on request
- require the University to amend incorrect or incomplete data
- require the University to stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the University is relying on its legitimate interests as the legal ground for processing
- require us to erase your personal data
- require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal)
- receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller.

Please note that the above rights are not absolute, and the University may be entitled to refuse requests where exceptions apply.

If you wish to exercise any of these rights or if you have a complaint about the way you believe your data is being processed, in the first instance, please email: dpo@plymouth.ac.uk

Changes to the Notice

This privacy notice is reviewed annually or when required to ensure compliance with data protection legislation. If significant changes are made to this notice and the way we treat your personal information we will make this clear and may seek to communicate this directly to you.