

## CONTRACTOR & SUPPLIER PRIVACY NOTICE

Armagh City, Banbridge and Craigavon Borough Council is committed to protecting your privacy, and the purpose of this Privacy Notice is to explain why and how we collect and use your personal information; your rights regarding this information; and how we comply with data protection law.

1. Armagh City, Banbridge and Craigavon Borough Council needs to keep and process information about individuals (i.e. sole traders and partnerships) on the Procurement and Finance systems and records for normal business purposes.
2. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the organisation and manage our relationship with you effectively, lawfully and appropriately.
3. We only request information which is necessary, relevant and adequate for the purpose which you provide it for.

### Type(s) of personal data

- Email address, name, business/home address, telephone number; financial information/experience and qualifications; Bank Details; Tax Status.

### Lawful basis for processing

- Public task and contracts.

### How we obtain it

- Data subjects via etendersni and completion by suppliers of our New Supplier Form.

### Who it will be shared with

- As a Local Government organisation, we may sometimes need to process or share your data to pursue our legitimate business interests, for example:-
  - to prevent fraud;
  - National Fraud Initiative (NFI) (further information can be found at <https://www.gov.uk/government/collections/national-fraud-initiative> ;
  - administrative purposes including compliance with external funding bodies requirements or reporting potential crimes.

The nature of our legitimate interests are to ensure the organisation meets external or internal governance obligations. We will never process your data where these interests are overridden by your own interests.

- Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with contractual or public interest requirements, for example, we may need to pass on certain information to:-
  - Her Majesty's Revenue & Customs (HMRC);
  - National Fraud Initiative (NFI);
  - external funding bodies etc.
  - OJEU award notices upon award of contracts of contracts over the PCR thresholds.

We may also need to use your data in order to provide anonymised statistical information to third parties eg, Department of Finance, NI Statistics & Research Agency (NISRA).

- In limited and necessary circumstances, your information may be shared outside of the EEA or to an international organisation to comply with our legal or contractual requirements. All information sent externally to the organisation will be sent with encryption to ensure the security of your data.

#### **How it will be used**

- To award, manage and deliver contracts.
- Provide information to HMRC.
- To pay for goods and services delivered to the Council.

#### **How long we keep it**

- Your personal data will be retained and disposed of in compliance with the Council's Retention & Disposal Schedule, after which time it will be destroyed securely.
- The Council's Retention & Disposal Schedule complies with current legislative requirements and may be amended as required. A copy is available from the Council's Senior Records Manager.

#### **Security and safe storage of your personal information**

- The security of your personal information is very important and we take this matter very seriously. The Council uses appropriate procedures and security features for its systems and records to ensure the security of personal information, including password protection, restricted access controls and permissions, encryption of data and other security physical security measures including secure premises and storage arrangements.

## Your rights

Under the General Data Protection Regulation (GDPR) you have a number of rights with regard to your personal data. You have the right to:-

- be informed (ie, via this Privacy Notice);
- request from us access to, and rectification (correction) or erasure of, your personal data;
- the right to restrict processing;

and in certain circumstances only,

- the right to object;
- the right to data portability.

### ***Rights in relation to automated decision making and profiling***

This right prevents decisions being taken based solely on automated processing including profiling. The Council's HR/Payroll Departments do not perform solely automated decision making.

- If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
- You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

### **Personal data breaches**

A personal data breach is defined as a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal information transmitted, stored or otherwise processed.

The Council has a duty to report certain types of personal data breach to the Information Commissioner's Office (ICO) within timescales as outlined in the GDPR legislation ie, currently within 72 hours of becoming aware of the breach, where feasible.

If the breach is likely to result in a high risk of adversely affecting your individual rights and freedoms, the Council must also inform you without undue delay.



The Council will operate robust detection, investigation and internal reporting procedures to facilitate decision making about whether or not it needs to notify the Information Commissioner's Office (ICO) or the individual(s) affected.

#### **Identity and contact details of Controller and Data Protection Officer**

- Armagh City, Banbridge and Craigavon Borough Council is the Controller and Processor of data for the purposes of the GDPR.
- If at any point you believe the information the Council processes about you is incorrect, you can ask to have this information rectified.

Furthermore, if you have any concerns as to how your data is retained, stored, processed and disposed of, or you believe your personal data has been compromised, you should contact:

Senior Records Officer and designated Data Protection Officer at:

[joan.farley@armaghbanbridgecraigavon.gov.uk](mailto:joan.farley@armaghbanbridgecraigavon.gov.uk)

or you can write to the Senior Records Manager at the following address:

Armagh City, Banbridge and Craigavon Borough Council  
39 Abbey Street  
Armagh  
BT61 7DY

If you are not satisfied with our response or believe the Council is not processing your personal data in accordance with the law, you can complain to the Information Commissioner:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow, Cheshire

SK9 5AF

Further information is available at:

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

#### **Changes to this Privacy Notice**

The contents of this Privacy Notice will be kept under regular review and may change from time to time. It is therefore recommended that you check the Council's website for the most up to date version of this document on a regular basis.