

# North East Surrey College of Technology Privacy Notice – Suppliers

## Notice about how we use your personal information

We are the data controller of personal information about you. We are: North East Surrey College of Technology (Nescot). Our address is: Reigate Road, Ewell, Surrey, KT17 3DS.

Our Data Protection Officer is Susanne Wicks. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at [dataprotection@nescot.ac.uk](mailto:dataprotection@nescot.ac.uk), 0208 394 3004.

This privacy notice has been prepared in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

You have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. **These rights are set out in more detail below.**

## The information we collect about you and why we collect it

In order to engage and manage our supplier network, Nescot may hold information on you as a supplier (or where the supplier is a company, you as its Authorised Representative) which might include:

- personal information, including your name and contact details and, in some instances, we may also need to collect and store a suppliers'/individuals' bank or other account details as part of any agreed payment processes for services provided;
- personal information on an individual's racial or ethnic origin or religious or similar beliefs in order to monitor our compliance with Equal Opportunities and/or Diversity legislation;
- Nescot may also use such data for procurement or marketing purposes but we will ensure that any such use will be proportionate, will have regard to the protection of your privacy and in circumstances where you are likely not to object;
- suppliers might as part of our supplier, contract management or procurement processes, be asked to provide confirmations of their financial standing, their qualifications, occupation and/or be required to provide a copy of your CV.; and
- suppliers might be asked to provide information relating to any criminal or legal proceedings in which they have been or are involved for insurance and safeguarding purposes and in order to comply with legal requirements and obligations to other third parties.

In addition, where you visit a building we will collect and process the information set out in the “**Visitors**” section of this privacy notice.

## The legal basis on which we collect and use your personal information

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

- we have a legitimate interest in engaging and managing our suppliers; and
- to be able to do so, we need to hold details of who those suppliers are.

Where we are required by law to hold certain records for health and safety purposes, then we hold those records to comply with that statutory obligation.

Where we hold your bank account details, we do so on the basis that it is necessary for us to perform our contract with you.

## How long we keep your personal information

We will retain your personal information for 6 years after the end of the contract.

## How we share your personal information

We may share the personal information that you give us with the following organisation:

- The government's Contract Finder –under the Public Contracts Regulations 2015 we are required to share award notices for procurements over the value of £25,000.

We do not share your personal information with third parties who provide services to the College.

### **How we transfer your personal information outside Europe**

We do not store or transfer your personal data outside Europe.

### **Automated decisions we make about you**

We do not make automated decisions using this information.

### **Data Security**

- Personal information in the form of paper records are kept in a locked filing cabinet, drawer or other secured area.
- Personal information in the form of electronic records are kept on firewall protected servers and accessed through password protected systems.

### **Your rights over your personal information**

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information. Our data subject access request form is available [online](#).
- the right to ask us to correct any errors in your personal information. Our Change of Details form is available [online](#).
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

### **Changes to our Privacy Policy**

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate.