

PRIVACY NOTICE – PROCUREMENT

1 **Who we are**

Cardiff Metropolitan University is committed to protecting personal data in accordance with the General Data Protection Regulations. The University is registered with the Information Commissioner's Office as a Data Controller in respect of the personal data that we collect and process. The University's ICO registration number is Z471616X.

2 **Contact details**

If you have any questions or concerns about the way the University collects or processes your personal information, please contact:

Information and Data Compliance Officer
Cardiff Metropolitan University
Llandaff campus
Western Avenue
Cardiff CF5 2YB.

Email : rwalters@cardiffmet.ac.uk

3 **What information do we collect about you?**

The University procurement function may collect the following types of personal data about you:

- a) your name
- b) your work contact details such as address, email address and telephone number
- c) your CV, biographical information or similar if that has been submitted as part of a tender
- d) if you are trading from your home address, your home address
- e) if you are a self-employed trader, your Unique Tax Reference number

4 **How will your personal information be used?**

The personal data that the University may hold may be used for:

- a) contacting you in connection with a procurement exercise
- b) evaluating quotations and tenders where personal information is provided as a required and appropriate part of a bidder's submission to the University
- c) contacting you in connection with the University's use of e-procurement tools
- d) contacting you in connection with establishing or managing a contract between your business and the University

5 **What is our lawful basis for processing your personal data?**

We may process personal data as is necessary for the performance of the University's procurement and contractual functions and tasks under the lawful basis of Contract and Public Interest.

6 **Who do we share your personal information with?**

We may share your personal information with the following third parties where relevant:

- a) our staff, agents and contractors as required for the University's legitimate procurement activity
- b) procurement staff in other organisations that are members of the Higher Education Purchasing Consortium, Wales as required to facilitate collaboration
- c) as required to comply with legal or regulatory obligations
- d) with our professional advisors
- e) where you are a self-employed trader, with Her Majesty's Revenue and Customs Service (HMRC).

7 How do we keep your personal information safe?

We have measures in place to restrict access to personal information and to guard against unauthorised access to and accidental loss of, or damage to, personal information.

Hard copy records are kept to a minimum and are stored in a locked archive facility.

Electronic records and documents are stored in a secure, electronic tendering system and document storage system with access restricted to procurement staff.

8 How long do we keep your personal information for?

We keep your personal information only for as long as is reasonably required for the purposes for which we process your personal information (as set out in item 4) or for as long as is required to retain records as required by legislative or regulatory authorities or the University's document retention policy.

9 International data transfers

We do not transfer personal information outside of the EEA and will not transmit your data internationally unless the transmission relates to contacting you overseas.

10 Your rights under data protection legislation

You have certain rights under data protection legislation in relation to the personal information that we hold about you. They include the right to:

- access and have copies of the personal data we hold about you
- require the rectification of any inaccurate personal data we hold about you
- restrict or object to the processing of your personal data
- complain to the Information Commissioners Office about the use of your personal data

Please note that the above rights are not absolute and may be subject to certain exemptions under the data protection legislation.

If you have any questions, concerns or wish to raise a complaint regarding the way your personal data has been processed, you should in the first instance contact the University Information and Data Compliance Officer using the contact details in section 2.