



## **DATA PROTECTION PRIVACY NOTICE FOR PROCUREMENT**

### **Why are we providing this Notice to you**

The Council, in its capacity of Data Controller, holds certain information about you ["personal data"] which it needs to process for the purpose of providing the following service - Procurement. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at the following link: [www.hillingdon.gov.uk/privacy](http://www.hillingdon.gov.uk/privacy)

### **What personal data do we hold**

The types of data we hold and process will typically include:

- Data as relevant to any tendering activities, where it is specifically required in order to obtain specific quotes from suppliers through tendering e.g. postal addresses

### **What is our purpose for processing your personal data**

Your personal data will only be used in tendering activities where there is a requirement for the supplier to have access to this in order to submit an accurate tender response e.g. addresses. All data used in this way will be anonymised, and full data will only be shared with a winning supplier for the purposes of completing actions as detailed in the tender documentation e.g. full and complete address, for the purposes of installing stairlifts. Postcodes might be used in the tender details, to assist suppliers in pricing, however full details would only be shared with the winning supplier so that they can carry out full installations.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

### **What is the legal basis for our use of your personal data**

- We need it to comply with a legal obligation

- We need it to perform a task in the public interest

### **For how long will we hold your personal data**

We will only keep your personal data for as long as we need to in order to fulfil the purpose[s] for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

### **Organisations that we may share your personal data with**

The circumstances in which the Council may do this are set out in the Council's Generic Data Protection Privacy Notice.

### **Your rights**

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline [0303 123 1113].

If you wish to exercise any of these rights, please contact Melissa Sage. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

### **Updates**

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

### **Contacting us**

Please contact Melissa Sage for further information

Matthew Kelly  
Head of Procurement  
Civic Centre  
High Street  
Uxbridge  
UB8 1UW

E-mail: [mkelly@hillingdon.gov.uk](mailto:mkelly@hillingdon.gov.uk) Telephone: 01895 558255

### **Statutory Data Protection Officer**

You may also contact our Data Protection Officer for further information:

Data Protection Officer  
Legal Services  
Civic Centre  
High Street  
Uxbridge  
UB8 1UW

Email: [DPO@hillingdon.gov.uk](mailto:DPO@hillingdon.gov.uk)