

Privacy Notice – For Suppliers

Ayrshire College (the College) is providing you with this information to comply with data protection law to ensure that you are fully informed and that we are transparent about how we collect and use your personal data.

This Privacy Notice provides essential information about how the College handles your personal data (information) and the rights you have in relation to how we use it. The College is committed to complying with all applicable Data Protection legislation.

Who are we?

Ayrshire College is the 'Controller' and is responsible for looking after the personal data that you provide.

Registered office – Ayr Campus
Dam Park, Ayr
KA8 0EU

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer (DPO) at dataprotection@ayrshire.ac.uk

This privacy notice relates to the following process: Procurement of goods and services

Purpose for processing – why do we collect information about you?

We collect and use your information to:

- Register you as a supplier
- Process and deliver orders for goods, services or works including to manage payments, fees and charges
- Manage our relationship with you or the organisation you work for, including handling any complaints or disputes
- Comply with our legal and statutory obligations, such as to investigate and prevent fraud, and make sure you are not barred from certain types of work
- Meet our audit requirements.

Our lawful basis (reason) for processing your information is:

- Contract and Legal Obligation.

The data being used may include special category (sensitive) data. Our legal reason for using this sensitive data is:

- Legal Obligation and Substantial Public Interest for criminal offences information requested under The Protection of Vulnerable Groups (Scotland) Act 2007, and for preventing or detecting fraud.

What information do we collect about you?

We collect the following personal information:

- Name, address, telephone number
- Email addresses
- Records/results of pre-employment checks
- CVs
- References
- Records of qualifications, skills and training
- Details of work history and experience
- Bank details (if necessary)
- Licences and insurance requirements
- Relevant information provided by you or your organisation as part of a procurement process
- We also ask for criminal offences data/PVG checks for those who will be working unsupervised with students e.g. taxi and bus drivers.

How do we collect it?

Your personal information is collected by Ayrshire College, when you contact us by telephone or email; as part of the tendering process using the PCS or PCS-Tender systems and collating information to provide e-procurement services.

If you were to withhold the information we require for this process, the consequences would be:

- We would not be able to assess your tender application or award a contract to you.

Who do we share your information with?

Your personal information will, or may, be shared:

- Where we are under a legal obligation to do so (for example where there has been a legal challenge to a contract award process)
- To prevent fraud and other criminal offences, or because of a Court Order by the Police, HMRC or other legal representative

And with the following types of organisations:

- Financial and procurement software service providers, such as e-Procurement System providers: Proactis Tenders Ltd (host of PCS), and Bravo Solutions Ltd (host of PCS-Tender).
- Auditors
- Banking and payment service providers

All awarded contracts information, including your business contact details, will be published on the Public Contracts Scotland website at www.publiccontractsscotland.gov.uk

Details of data transfers to any third countries or international organisations

Your information will not be shared outside of the UK.

How do we look after your information and how long do we keep it for?

We will take all reasonable steps to prevent the loss, misuse or alteration of information you give us. Your personal information will be stored securely and will only be accessed by authorised staff, agents, contractors and other organisations who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality and must comply with data protection law.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Retention

- If you are a successful contractor your information will be kept for 6 years beyond the termination date of the contract
- If you are an unsuccessful supplier your information will be kept for 12 months

Automated individual decision-making processes, including profiling.

We do not use any automated individual decision-making about you.

Your rights

Under Data Protection law you have certain rights in relation to how the College manages and uses your personal information:

- The right to be informed (this is the Privacy Notice)
- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect

- The right to restrict processing of your personal data

In addition, the following rights apply only in certain circumstances:

- The right to withdraw consent at any time (if consent is our lawful basis for processing your data)
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability
- The right not to be subject to automated decision making, including profiling.

For more information about your rights please see www.ico.org.uk.

Contact us

If you have any issues about this notice or the way the College has handled your personal information, please contact our Data Protection Officer in the first instance:

email dataprotection@ayrshire.ac.uk
Telephone: 0300 303 0303 or write to:

Data Protection Officer
Ayrshire College, Kilmarnock Campus
Hill Street
Kilmarnock
KA1 3HY

Complaints to UK Information Commissioner's Office (ICO)

If you are dissatisfied with the response from the College, you have the right to lodge a complaint with the ICO about our handling of your personal data:

email: [Make a complaint | ICO](https://ico.org.uk/make-a-complaint)
Telephone: 0303 123 1113 or write to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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