

## Privacy Notice – Procurement Contracts

This is a specific privacy notice on the collection and processing of personal data as part of public procurement process.

### Why we need your information

Processing of personal data within the procurement activity is necessary in order to analyse expenditure, evaluate the proposals received in response to a market sounding exercise, a call for quotation/tender or other market engagement process. The personal data that the Council hold may be used for:

- Contacting you in connection with a procurement exercise;
- Contacting you in respect of establishing or managing a contract between the Council and its suppliers;
- Complying with transparency obligations
- To publish within the internal Online Trading data base to allow officers to contact you for further information on information shared.

### What is the legal basis for us to process your information?

Local authorities can use information to carry out tasks that are in the public interest, as well as to provide services that we are under a statutory obligation to provide.

Most personal information is processed in order to comply with a legal obligation and/or due to necessity for the performance of contract to which a tender is submitted in line with the following legislation:

- Public Procurement Regulations 2015

### Do you have to provide your information?

If you fail to provide certain information when requested, we may not be able to fully evaluate your quotation/tender or satisfactorily assess your performance and you may therefore be eliminated from the procurement process. We may not be able to make contact with you or to inform you about potential business opportunities or be able to award a contract to you.

### How do we collect information about you?

Information will be collected from:

- Tender/Quotation documents
- Our Online Trading Network Data base

### How long will we keep your information?

We will not keep your information for any longer than it is needed, and will dispose of both paper and electronic records in a secure way. The length of time we need to keep information collected for the procurement process varies. The Council has a [Record Retention Schedule](#) which sets out how long we keep records and the reason why.

### Who is your information shared with?

Information provided for procurement and contracts may be shared internally within the Council for example finance, audit and legal services. Where it is a joint procurement with other parties, your information will be shared with those parties, for example another local authority or the NHS.

Our service users who receive services from suppliers, and the people who care for them, as far as this is necessary to allow service delivery.

Subject to contractual and other legal safeguards, we will share individuals' information with organisations commissioned to provide services to suppliers, such as electronic tendering systems and payment services.

We may publish, or release under the Freedom of Information Scotland Act 2002, actual contracts, deliverables provided under contracts, and information about compliance with contracts and performance under those contracts

We do not pass your details to third parties unless we are lawfully able to do so for the prevention and detection of crime and fraud, or for the collection of taxes.

### **Your rights**

Depending on why we need to process your information you will have rights to how your information is used. Further information about your rights, including the circumstances in which they apply, can be found within our main Privacy Policy published on our website at <https://www.eastrenfrewshire.gov.uk/privacy>.

If you have concerns about the processing of your personal data, by the council, you can contact our Data Protection Officer at [dpo@eastrenfrewshire.gov.uk](mailto:dpo@eastrenfrewshire.gov.uk).

For independent advice about data protection, privacy and data sharing, visit the Information Commissioner's Office website at <https://ico.org.uk/your-data-matters/>.

### **Do you require this statement in a different format?**

Please contact Debbie Hill, Chief Procurement Officer, Corporate Procurement Section

East Renfrewshire Council, Eastwood Headquarters, Eastwood Park, Giffnock, G46 6UG if you require this information in an alternative format. Office: 0141 577 8486. Mobile: 07889 646 701. Email at [debbie.hill@eastrenfrewshire.gov.uk](mailto:debbie.hill@eastrenfrewshire.gov.uk)

### **Review**

This notice will be kept under regular review and was last updated on the October 2020