

## **PRIVACY NOTICE**

### **Tendering Contractor / Contractor Staff**

### **March 2024**

This privacy notice provides you with information about how we handle your personal information when you are a Tendering Contractor or Contractor Staff. We may update this Privacy Notice from time to time and will publish an up to date copy on the APUC website.

#### **Who Are We?**

APUC (Advanced Procurement for Universities and Colleges) Limited is the procurement centre of expertise for Scotland's Universities and Colleges. We are wholly owned by our member HE and FE institutions and therefore acts as a subsidiary for them. Our contact details are: APUC Ltd, Unit 27, Stirling Business Centre, Wellgreen, Stirling, FK8 2DZ, Tel: +44 (0) 131 442 8930.

If you have any questions or concerns about how we collect, store or use your information, please contact our Data Protection Officer - [dataprotection@apuc-scot.ac.uk](mailto:dataprotection@apuc-scot.ac.uk)

#### **What Types of Personal Information Do We Collect?**

- Contact details (including address, telephone number E-mail address)
- Date of birth
- Nationality
- Bank details (if required)
- ID information such as passport details and driving licence information
- Records/results of pre-employment checks, including criminal record checks
- Records of qualifications, skills and training
- Details of work history and experience

Full details of the personal information we may collect, in addition to the purposes and lawful basis for processing are shown in the table in Appendix 1.

#### **Where Does Your Personal Information Come From?**

We may collect your personal information in a number of ways, for example:

- When you contact us via telephone or email
- As part of the tendering process using the PCS-Tender & AWARD systems
- Collating information to provide e-procurement services i.e PECOS

#### **Who we may share your Personal Information with?**

We may share your personal information with the following parties:

- APUC member organisations
- APUC, Centre of Expertise and UK partner Consortia staff
- PCS-T, AWARD, PECOS system providers
- Where we are under a legal obligation to do so
- To prevent fraud and other criminal offences or because of a Court Order for example HRMC, the police.

### **What is the Lawful Basis for Processing your Personal Data**

We process your personal information under the following lawful basis:

- **Contract** – the processing is necessary for a contract with you or to take steps before entering a contract.
- **Legal Obligations** – the processing is necessary to comply with the law.

### **How long will we keep your Personal Data?**

We keep your personal information only for as long as is reasonably necessary for the purposes for which we process your personal information, including to satisfy any legal, accounting or reporting requirements.

### **What Are Your Rights Regarding Your Personal Data?**

You have the following rights under data protection legislation in relation to the personal information that we hold about you.

- The right to request a copy of your personal data which APUC holds about you
- The right to request that APUC corrects any personal data if it is found to be inaccurate
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to lodge a complaint with the Information Commissioners Office.

In some circumstances you may have the following rights:

- The right to request your personal data is erased where it is no longer necessary for APUC to retain such data
- The right to withdraw your consent (where consent is the lawful basis)
- The right to request that APUC provide you with your personal data and where possible, to transmit that data directly to another data controller
- The right to object to the processing of personal data.

We aim to resolve all complaints internally via our Data Protection Officer, but you do have the right to complain to the Information Commissioner at any time. Their contact details can be found here: [Make a complaint | ICO.](#)

**Appendix 1 Table showing Personal Information, Purpose and Lawful Basis for Processing**

<b>Purpose for processing your personal information</b>	<b>Legal basis for processing, and legitimate interest (where applicable)</b>	<b>Your personal information</b>
<ul style="list-style-type: none"> <li>• To communicate with you and to facilitate communication between you and other people</li> </ul>	<ul style="list-style-type: none"> <li>• To enter or carry out a contract with you</li> <li>• To comply with a legal obligation</li> </ul>	<ul style="list-style-type: none"> <li>• Name, address, telephone number</li> <li>• E-mail addresses</li> <li>• Date of birth</li> <li>• Nationality</li> </ul>
<ul style="list-style-type: none"> <li>• To assess your suitability to meet the requirements of the contract</li> <li>• To assess your skills and experience</li> <li>• For assessment and analysis purposes to help improve the operation of, and manage the performance of, our business</li> <li>• To deal with any contract related disputes that may arise</li> </ul>	<ul style="list-style-type: none"> <li>• To enter or carry out a contract with you</li> <li>• To comply with a legal obligation</li> </ul>	<ul style="list-style-type: none"> <li>• Work visas</li> <li>• ID information such as passport details and driving licence information</li> <li>• Records/results of pre-employment checks, including criminal record checks</li> <li>• CVs</li> <li>• References</li> <li>• Records of qualifications, skills and training</li> <li>• Details of work history and experience</li> </ul>
<ul style="list-style-type: none"> <li>• To provide e-procurement services to member organisation</li> </ul>	<ul style="list-style-type: none"> <li>• To enter or carry out a contract with you</li> </ul>	<ul style="list-style-type: none"> <li>• Name, address, telephone number</li> <li>• E-mail addresses</li> <li>• Bank details (if required)</li> </ul>