

Privacy Policy - Procurement

In providing tenders, quotes or references on company performance to the Council you may have given us personal information.

This policy explains:

- how, when and why we hold your personal information during the course of a public procurement competition and subsequent award of contract; and
- the limited circumstances in which we may disclose your personal information

The Council understands that the information you provide us with is important to you and we are committed to protecting and respecting your privacy.

What is personal information?

Personal information is information relating to an identified living individual. For example: your name, an identification number, or location data.

Why are we asking for your personal information?

We may require your personal information so that we are able to administer, process, and respond to your tenders, quotes and other matters relating to the conduct of a competition or management of a contract.

Normally the only personal information contained in quotes or tenders are the names and appointments of the staff:

- completing the documentation.
- delivering or managing the proposed service/contract.
- authorised to sign contracts on behalf of the prospective contractor.
- previous/existing customers named as referees.

What right do we have to hold your information?

There are several grounds for holding personal information; those relevant to public procurement are:

- Contract: the processing is necessary for a contract.
- Legal obligation: the processing is necessary to comply with the law.
- Public task: the processing is necessary to perform a task in the public interest or for our official functions.

Plainly the common basis for holding information would be a public procurement competition and management of any subsequent contract. However, for instance, we could continue to hold personal data if we suspected any wrongdoing on the basis of Legal Obligation to support any subsequent investigation.

What are your rights?

Access: You have the right to receive a copy of your personal information.

Rectification: You have the right to have any inaccurate or incomplete personal information rectified.

Erasure: You have the right to request the erasure of your personal information so long as its processing is no longer:

- necessary for the purposes for which it was obtained,
- required for a legal obligation

Objection: You have the right to object to us processing your personal information where you have an objection on “grounds relating to your particular situation”.

Restriction: You have the right to request a restriction of the processing of your personal information in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected.

Please let us know if any of the information we hold about you is incorrect. If you have any questions about how we use your personal information, please contact us. Our details are provided at the end of this policy.

Sharing your information

We may share your personal information with

- Other public bodies named as party to the competition (and the prospective contract).
- External professional advisors supporting the competition or contract (surveyors, architects, engineers, building surveyors, legal, Insurers, or others specialists).
- External auditors or any other body authorised to inspect records to investigate compliance with law, regulations, codes of practice or similar.

We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes.

Retaining your data

We only keep your information as long as necessary; for some items this will be dictated by law.

All correspondence, documents, drawings models and material relating to:

- Contracts under Signed under Deed: 12 years from the completion of the contract.
- Simple contracts: 6 years from the completion of the contract.
- Unsuccessful tenders and quotes: 2 years from the award of contract.

Exception: where CVs are provided as part of a quote or tender, they will be destroyed on completion of the competition.

We do not routinely process any information about you outside the UK.

Complaints

We work hard to ensure that your personal information is managed safely and securely. If you have a complaint, write to us using the contact details below. You also have the right to complain to the Information Commissioner's Office.

Who to contact

Huntingdonshire District Council is a registered Data Controller with the Information Commissioners Office.

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call [01480 388388](tel:01480388388).

You can find out more about how we handle your data by visiting the Council's Privacy Notice page on the website.