



## **Suppliers Privacy Notice**

The Royal Agricultural University (RAU) is a data controller and is committed to protecting your personal data and working in accordance with all relevant data protection legislation. This privacy notice explains how the University processes and uses the personal data we collect about suppliers. Your data is used for procurement of, and payment for goods and services.

The University will process your data in compliance with the General Data Protection Regulation (GDPR) which came into effect on 25th May 2018.

### **WHAT DATA DO WE HOLD**

The University may hold data relating to you from a number of sources. The majority of data we hold for suppliers is that which you provide when registering as a supplier for the University or during the procurement process. Information may also be provided by third parties such as credit checks and trade references. Data is held on our finance system (Dimensions) and access to the system is restricted to only those staff for whom it is necessary to undertake their work duties.

### **OUR RECORDS MAY INCLUDE**

Business Contact Details – including names, telephone numbers and email addresses of key account holders and finance officers, including the registered address of your office. (we update these whenever you tell us they have changed)

Financial information (such as bank account details)

Confirmation of your identity

Information about your tax status (such as HMRC records of self-assessment)

Transaction history including purchase invoices, purchase credit notes and remittances.

### **CCTV**

For our use of CCTV on campus, please see the CCTV policy.

## **IP ADDRESSES, COOKIES AND YOUR DEVICES**

We may collect information about the device/s you are using to access our online services, the operating system and browser type used and your IP address. This is intended to provide aggregated data about users' behaviours and does not identify any individual. It is used to inform improvements to the website, for system administration, and to report aggregate information to third party sub-contractors we may be working with in areas such as advertising, search information providers, analytics providers or in technical delivery services.

We may also obtain information about your general internet usage relating to our websites by using a pixel or a cookie file, which is stored on the hard drive of your computer. Again this is used to provide aggregated data on how users access and navigate our websites, and to assess their usefulness. Personal information about you is not collected during the tracking process.

## **HOW DO WE USE YOUR DATA?**

The University primarily uses your data to procure and pay for goods and services provided by you.

Communications may be sent to you by post, telephone, email, text or other electronic means depending on the communication preferences you have shared with us.

## **HOW WILL WE SHARE YOUR DATA?**

We will share your personal information with third parties where required by law, where it is necessary to administer the contractual relationship with you or where we have another legitimate interest in doing so.

The University does NOT sell data to third parties or allow third parties to sell on data where data is shared with them.

## **HOW DO WE PROTECT YOUR DATA?**

Your data is held securely on the University's file storage system. The system is accessible to a limited number of University staff. All staff who access the data have completed the University's data protection training.

## **YOUR RIGHTS AND PREFERENCES**

You have the right to:

- Ask us to see, correct or delete the data we hold about you.
- Object to specific data uses, as described above.
- Object to receiving communications and direct marketing.
- Ask for the transfer of your data electronically to a third party.

The University may contact you by post unless you request otherwise, and by telephone, text, email or other electronic means as you have previously consented.

If you no longer want to receive communications by post, telephone, text, email or other electronic means, please contact the University on 01285 652531 or [dataprotection@rau.ac.uk](mailto:dataprotection@rau.ac.uk)

When contacting us please also specify if you wish to unsubscribe from all communications or from specific communication types or methods.

If you ask us to delete your data, we will maintain a skeleton record comprising the business name and registered address to ensure that we do not inadvertently contact you in future. We may also need to retain some financial records for statutory purposes (for example a record to verify full payment).

We will not obtain personally identifying information about you on our website, unless you choose to provide such information to us.

### **LEGAL BASIS FOR PROCESSING**

The legal basis for processing your personal data for the purposes as described above is that it is necessary for the pursuit of our legitimate interests as an educational institution to procure and pay for necessary goods and services.

We may also hold some of your data on the basis of delivering a contract with you.

### **OTHER INFORMATION**

This privacy notice will be kept under review. Any changes will be updated on our website and communicated to you as appropriate. This privacy notice was last updated in March 2019.

The University's Data Protection Officer is responsible for monitoring compliance with relevant legislation in relation to personal data and can be contacted at [dataprotection@rau.ac.uk](mailto:dataprotection@rau.ac.uk)

You can also contact the DPO if you have any queries or concerns about the University's processing of your personal data. You have the right to lodge a complaint with the Information Commissioner's Office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

### **Further information:**

If you have any questions regarding this privacy notice please do not hesitate to contact us at [dataprotection@rau.ac.uk](mailto:dataprotection@rau.ac.uk)