**Swansea University Supplier Privacy Notice**

This privacy notice sets out how we process the personal data of our suppliers. Swansea University is registered with the Information Commissioner’s Office and is legally responsible for complying with the General Data Protection Regulations (GDPR) as the data controller. This Notice explains how Swansea University will collect, hold and process your personal data. Swansea University is committed to looking after any information that is made available to us, in accordance with the General Data Protection Regulations (GDPR). Throughout this Notice, “University” "we", "our" and "us" refers to Swansea University and "you" and “your” refers to those applying to become a Supplier of Swansea University.

To ensure that we process your personal data fairly and lawfully we are required to inform you:

* Why we collect your data
* How it will be used
* Who it will be shared with

We will also explain what rights you have to control how we use your information and how to inform us about your wishes. Swansea University will make the Privacy Notice available via the website and at the point we request personal data.

**Data Controller**

Swansea University is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

**Contact details of the Data Protection Officer**

Swansea University has a Data Protection Officer who can be contacted through [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

**What information do we collect about you?**

The University will collect personal data that you provide to us while providing a service or goods to the University or as part of a tender/quotation evaluation. This will include your name, address, telephone number or private email address if you have provided it.

The University is also required to collect the following information from Sole Traders in order to verify and validate the bank details provided to us to set up as a Swansea University Supplier.

We will collect personal data including:

* Date of Birth of Sole Trader
* Home Address of Sole Trader

We will not collect any sensitive personal data.

**How will your information be used?**

Personal data provided by Limited companies in relation to new supplier set up may be used to run due diligence checks on Suppliers as required of the University under UK legislation, we also require personal data in the form of contact details for any future updates or clarification requirements.

The information provided by Sole Traders will be used by the University to validate and verify the bank details provided as part of the New Supplier set up process. This ensures we are carrying out the required due diligence checks on Supplier bank details to verify the bank details provided match the company name and comply with UK legislation. These details will be requested on a New Supplier form and then inputted by a member of Swansea University’s Procurement team onto our bank verification online system supplied by Credit Safe. Credit Safe have access to information provided by most of the UK banks and allows us to input details provided by Suppliers to achieve a ‘Match’ or ‘Not a Match’ result. Swansea University cannot see the details held by either the banks or Credit Safe, and are only able to validate and verify details provided by Suppliers. The details will not be stored in the Credit Safe system by Swansea University and will not be logged anywhere except for on the form you have provided. This form will be attached to the supplier record and the details will not be used once the verification and validation check has been completed. It may be required to check the details have been provided at a later stage if the Supplier set up process is subject to audit.

Personal data provided in connection with the provision of a service or goods to the University or as part of a tender/quotation will be used to contact you should you be successful and to ensure the contract is submitted to the correct Supplier representative.

**What is our legal basis for processing your personal data?**

We will process your personal data for the purpose of the service or goods you are providing or performance of a contract you have with us.

In relation to the additional personal data we require from Sole Traders, we are using this information about you because we have a requirement under the Criminal Finances Act 2017 to carry out due diligence checks on new Suppliers. In order to complete the bank details due diligence checks for Sole Traders we require the Date of Birth and Home Address of the named Sole Trader. Swansea University will process this personal information for a range of contractual, statutory or public tasks, including the following:

* To enable us to set up Suppliers on the Swansea University financial system and therefore administer purchasing payments
* To fulfil and monitor our responsibilities under legislation.

We consider the processing of your personal information for these purposes to be either

necessary for the performance of our contractual obligations with you (e.g. to process

payments for goods and services received) or necessary for compliance with a legal

obligation (e.g.HMRC reporting ).

We will not use your personal information to carry out any wholly automated decision making that affects you.

**Who receives your information?**

Information about you will be shared as permitted or required by law, on a considered and confidential basis, with a range of external organisations, including the following:

* Swansea University Procurement department
* Credit Safe online platform
* Relevant Government Departments HM Revenue and Customs
* Participation in the National Fraud Initiative
* On occasion and where necessary, auditors.

Other than as set out above, we will not normally publish or disclose any personal information about you to other external enquirers or organisations unless you have requested it or consented to it.

**Any transfers to third countries and the safeguards in place**

The University will not transfer data to countries outside the UK.

**How long will your information be held?**

We will hold the personal data you provided to us for the duration of your time as a Swansea University Supplier. It may be required for us to keep your information on file to meet audit requirements.

**Security of your information**

Information provided to us by yourselves should be sent in an encrypted email. We will then attach the document containing the information to our financial system which is only accessible by Swansea University Staff using a secure log in. The Procurement Department will be the only ones to review the personal information when carrying out the due diligence checks and the information provided will not be logged anywhere. The New Supplier forms containing personal data will remain on the financial system and will not be stored anywhere else and will only be accessible to Swansea University staff with secure log ins..

**What are your rights?**

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit the University Data Protection webpages for further information in relation to your rights. Any requests or objections should be made in writing to the University Data Protection Officer:- University Compliance Officer (FOI/DP) Vice-Chancellor’s Office Swansea University Singleton Park Swansea SA2 8PP Email: [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

**How to make a complaint**

If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact the University Data Protection Officer using the contact details above. If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: - Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF www.ico.org.uk