

## General Data Protection Regulations (GDPR) Commercial Supplier / Organisation Privacy Notice

### Why are we providing this notice for you?

As an organisation working with the college (using our services or supplying goods) we may hold certain information about you (your 'Personal Data'). This notice will inform you about the data we hold about you and how we use it. It has been prepared in accordance with the UK General Data Protection Regulation ("UK GDPR") and the Data Protection Act 2018.

You have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. These rights are set out in more detail below.

Please note that on occasions we may process "special categories" of information about you. This is information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### Your rights in relation to your personal data

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

### What personal data do we hold?

We store and use your information for the purposes of managing our commercial arrangements whether you are suppliers in respect of the supply of goods and services that our College may need or organisations that use our services.

In order to engage and manage our suppliers, where you are a supplier (or where if it is a company, you are its representative) we collect and store your contact information and, where appropriate, your bank account details. We may do the same with organisations that use our services if there is a requirement.

Depending on the basis of your supplier services you may also be asked to provide details of your occupation and your CV.

In addition to organisation data and, where appropriate representative/s data, where you visit a College site we will collect and process the information set out in our Visitor Privacy Notice.

## What is the legal basis on which we collect and use your personal data?

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

- We have a legitimate interest in engaging and managing our suppliers; and
- To be able to do so, we need to hold details of who those suppliers are
- Organisations using our services are providing their consent; but
- Where required this will be through legal obligation e.g. funding eligibility

Where we are required by law to hold certain records for health and safety purposes, then we hold those records to comply with that statutory obligation.

Where we hold your bank account details, we do so on the basis that it is necessary for us to perform our contract with you.

## How do we share your personal data?

We do not store or transfer your personal data outside Europe and we do not pass your personal information to organisations for marketing or sales purposes.

## How long do we keep your personal data?

Suppliers - current accounting year plus 14 years. Organisations – variable dependent on nature of interaction with the College / any government funding attracted.

## Automated decisions we take about you

We do not make automated decisions using this information.

## Who can you contact?

If you have any questions regarding your information or anything contained within this Privacy Notice please email: [dataprotection@cornwall.ac.uk](mailto:dataprotection@cornwall.ac.uk) or write to:

Data Protection Officer, Cornwall College, John Key House, Tregonissey Road, St Austell, Cornwall. PL25 4DJ

## Updates to this Privacy Notice

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate. The Cornwall College Website will always display the most up to date version: <https://www.cornwall.ac.uk/college-governance/>