

## Supplier Privacy Notice

This privacy notice sets out how we process the personal data of our suppliers.

Stranmillis University College 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 Stranmillis University College will collect, hold and process your personal data. Stranmillis University College 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 College" "we", "our" and "us" refers to Stranmillis University College and "you" and "your" refers to those applying to become a member of staff at the University College, together with those who later become a member of staff, worker or academic visiting staff at the University College.

### 1. What is 'personal information'?

'Personal information' means any information which relates to or identifies you as an individual.

### 2. Where do we get your personal data from?

Stranmillis University College will collect information about you in the course of its dealings with you as a supplier. We obtain your personal data when you complete your new supplier form and submit invoices.:

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats.

Access to your personal information is limited to staff who have a legitimate interest in it for the purpose of carrying out their contractual duties, and our use of your personal information will not be excessive.

### 5. What is the purpose and legal basis of the processing?

The University College will process your personal information for a range of contractual, statutory or public tasks, including the following:

- To administer purchasing payments,
- To communicate effectively with you by post, email and phone
- 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.

## **6. Who will my personal information be shared with?**

Your personal information is shared as permitted or required by law, on a considered and confidential basis, with a range of external organisations, including the following:

- 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.

## **7. How long is my information kept?**

We store your personal information for the duration of your employment and for an additional seven years thereafter.

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## **8. Security of your information**

Data protection legislation requires us to keep your information secure. This means that your confidentiality will be respected and all appropriate measures will be taken to prevent unauthorised access and disclosure.

## **9. Your rights as a data subject**

The GDPR gives you a number of rights to protect your personal data and its use. You have the right to:

- To be informed what personal data the University College holds about you and what it is used for;
- Access your personal data that we process
- Withdraw consent where that is the legal basis of our processing
- Rectify inaccuracies in personal data that we hold about you
- Be forgotten, that is your details to be removed from systems that we use to process your personal data in certain circumstances
- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used electronic form

- Object to certain processing of your personal data by us

You may request a copy of the personal information held about you by the University College by making a subject access request. If you wish to make such a request you may do so, in writing, to the Data Protection Officer at [dataprotection@stran.ac.uk](mailto:dataprotection@stran.ac.uk), or the postal address below, or by making a verbal request with a staff member or the Data Protection Officer by telephone or in person.

If you have any concerns in relation to processing or data sharing by the University College, please write to the Data Protection Officer:

Data Protection Officer  
Stranmillis University College  
Belfast  
BT9 5DY  
[dataprotection@stran.ac.uk](mailto:dataprotection@stran.ac.uk)  
Phone: 028 90384480

If you remain dissatisfied you have the right to complain to the ICO. Please see [ico.org.uk](http://ico.org.uk) for further information.

## **10. Are changes made to this notice?**

This was last updated in October 2022. It is reviewed when necessary and at least annually. Any changes will be published here and you will be notified via this webpage and/or by email.

Updated October 2022