

Privacy Notice - Suppliers

1. Introduction

- 1.1. This document sets out the personal data the college collects and processes about its suppliers, including the purpose and legal basis for the processing, any data sharing requirements and the rights of data subjects.
- 1.2. It is part of a suite of privacy notices published by the college and should be read in conjunction with the college's data protection policy and procedures which can be found at www.northern.ac.uk/dataprotection.

2. Scope

- 2.1. This notice applies to any organisation supplying goods or services to the college.

3. The legal framework

- 3.1. We are the data controller of the personal data we hold about you. We are The Northern College for Residential Adult Education Ltd. Our address is: Wentworth Castle, Lowe Lane, Stainborough, Nr Barnsley S75 3ET.
- 3.2. Our data protection officer is Sarah Johnson. If you have any questions about this notice or the ways in which we use your personal data, please contact our data protection officer at 01226 776005 or dpofficer@northern.ac.uk.
- 3.3. This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.
- 3.4. The college is registered as a data controller under the Data Protection Act 1998 – registration number Z6656286. This means that the purposes for which the college collects and processes personal data are notified to and registered with the Information Commissioner's Office (ICO).

4. What data we will collect from you, how we will use it and our legal basis for processing it

- 4.1. We will collect the following personal data from you in relation to your role as a supplier to the college. The table also outlines what we will do with your data and our legal basis for processing it.

Data Collected	Purpose of Processing	Legal Basis for Processing
Contact information and, where appropriate, your bank account details. You may also be asked to provide details of your occupation and your CV.	We collect and store this information in order to engage and manage our suppliers.	Article 6 1(f) - legitimate interests Article 6(1)(b) - contract Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests: <ul style="list-style-type: none">we have a legitimate interest in engaging and managing our suppliers; andto be able to do so, we need to hold details of who those suppliers are. 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.

4.2. The data described in this notice will only be used for the purposes outlined. If the college intends to further process the data for a purpose other than that outlined we will notify you of the intention and the rights you have in relation to any further proposed processing.

5. How we store and secure your data

5.1. All the above data is held electronically in a password protected system which is accessed by authorised college staff only. Some hard copy data is also retained, where this is the case it is stored in a locked area which is accessed by authorised finance staff only.

5.2. The college does not use any third party data processors to undertake any processing of this data on their behalf.

5. Who do we share your data with

5.1. We do not share your data with any other organisations.

6. Do we transfer your data outside Europe

6.1. We do not store or transfer your personal data outside Europe.

7. Is your data used to make automated decisions

7.1. We do not make automated decisions using your data.

8. How long will we keep your data

8.1. We will not keep your personal data for longer than we need it for the purposes we have explained above.

8.2. We will keep your data in line with our data retention schedule which can be found at www.northern.ac.uk/dataprotection.

9. What rights do you have over your data

9.1. You have a number of rights over your personal data, which are:

9.1.1. 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/>);

9.1.2. the right to ask us what personal data we are holding about you and to have access to a copy of your personal data;

9.1.3. the right to ask us to correct any errors in your personal data;

9.1.4. the right, in certain circumstances such as where our use of your personal data is based on your consent and we have no other legal basis to use your personal data, to ask us to delete your personal data;

9.1.5. the right, in certain circumstances such as where we no longer need your personal data, to request that we restrict the use that we are making of your personal data;

9.1.6. the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and

9.1.7. the right, where our use of your personal data 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 data in a structured, commonly-used, machine-readable format.

9.2. Our 'rights of individuals (data protection) protocol' sets out your rights in more detail and explains how you can exercise them.

10. Changes to this privacy notice

10.1. We will keep this privacy notice under regular review. Any changes we make to it will be published on our website.

11. Who can I contact for more information

11.1. If you would like to discuss anything in this privacy notice, please contact the data protection officer.