

PRIVACY NOTICE

Suppliers: Type(s) of personal data collected and held by the University and method of collection

We 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.

Suppliers: Lawful Basis

We will process your data for the purpose of the service or goods you are providing or performance of a contract you have with us. Processing will also be necessary for the purposes of the legitimate interests of the data controller or a third party.

Suppliers: How personal data is stored

Data will be stored in a range of different places, including proprietary software, and on other IT systems including email and document management systems. Data will be shared with and will only be accessible by staff involved with the services or goods you are providing.

Suppliers: How personal data is processed

The University will process your information for the purpose of the evaluation, award, management and administration of any tender(s)/quotations you submit. Your data will also be used for the management and administration of any subsequent contract, service or goods including making any payments due to or from you in respect of these.

Suppliers: Who the University shares data with

Your information will be shared internally, including with other departments for the purposes described above.

The University will share your data with third party agencies if required to satisfy any legal requirements.

Suppliers: How long personal data is held by the University

The University will only retain your data for as long as necessary to fulfil the purposes we collected it for which includes satisfying any legal, accounting or reporting requirements.

The University [Records Retention Schedule](#) (Section 24: Procurement) outlines how long we will keep your data.

Suppliers: How to object to the processing of your personal data The Data Controller is St Chad's College. If you would like more information about how the College uses your personal data, please see the College's Official Documents webpage – <https://www.stchads.ac.uk/about/documents/> or contact: Ashley Wilson - Data Protection Manager
St Chad's College, 18 North Bailey, Durham, DH1 3RH Telephone: (0191 33) 43362 E-mail: ashley.wilson@durham.ac.uk