

# PRIVACY NOTICE

## Plymouth Supplier Directory



Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679).

### The information being processed

The Council is collecting the following information:

- Business Name
- Business Address
- Business Contact Details (Telephone & email)
- Business Website address
- Business Type eg/ Private Limited Company, SME etc
- What Supplies, Services, Works the business can offer a potential customer for the purpose of creating a city wide Supplier Directory, namely the 'Plymouth Supplier Directory'. The online platform will display the above information for users of the website to find your businesses contact details.

This information will be used for:

- Creating/Amending<sup>-1</sup> your businesses Supplier Directory Page so that businesses can use the Plymouth Supplier Directory to find a local business that can provide the supplies, services, works that meet their requirements.
- The information will be displayed on the website
- For the council to use to contact the applicant business in matters relating to the Plymouth Supplier Directory and other Plymouth City Council initiatives.

<sup>-1</sup> Amending organisation details can be achieved by selecting amend within the registration form.

### Information Sharing

To ensure that the council provides you with an efficient and effective service we will sometimes need to share your information between teams within the council as well as with our partner organisations that support the delivery of the service you may receive. In this case, the information collected will be shared with:

- Plymouth Online Directory (POD)
- Resurgam Project

We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

We will never share your information for marketing purposes.

### Retention Periods

We will only keep your information for the period of time in which your organisation is registered on the Plymouth Supplier Directory. An organisation can request that their details are removed from the Plymouth Supplier Directory at any time.

Once removed Plymouth City Council will no longer retain the information. If the organisation wishes to re-join the Plymouth Supplier Directory they will need to re-register in the standard process.

Plymouth City Council will conduct a quarterly check of the organisations and in the event an organisation has ceased its trading, their details will be removed from the Plymouth Supplier Directory, Plymouth City Council will not retain the information.

### **Purpose of Processing Personal information**

As a local authority, the council delivers services to you. In order to do this in an effective way we will need to collect and use personal information about you.

The Data Protection Act 2018 and the EU General Data Protection Regulation ensure that we comply with a series of data protection principles. These principles are there to protect you and they make sure that we:

- Process all personal information lawfully, fairly and in a transparent manner.
- Collect personal information for a specified, explicit and legitimate purpose.
- Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected.
- Ensure the personal information is accurate and up to date.
- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected.
- Keep your personal information securely using appropriate technical or organisational measures.

### **Your Rights**

You have certain rights under the Data Protection Act 2018 and the EU General Data Protection Regulations (GDPR), these are:

- The right to be informed via Privacy Notices such as this.
- The right of access to any personal information the council holds about yourself.
- The right of rectification, we must correct inaccurate or incomplete data within one month.
- The right to erasure. You have the right to have your personal data erased and to prevent processing unless we have a legal obligation to process your personal information.
- The right to restrict processing. You have the right to suppress processing. We can retain just enough information about you to ensure that the restriction is respected in future.
- The right to data portability. We can provide you with your personal data in a structured, commonly used, machine readable form when asked.
- The right to object. You can object to your personal data being used for profiling, direct marketing or research purposes.
- You have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

### **Details of transfers to third country and safeguards**

Your personal and sensitive data will only be stored and processed on servers based within the United Kingdom.

### **Data Controller**

Plymouth City Council is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).

Contact details for the council's data controller are:

Data Protection Officer, Plymouth City Council, Ballard House, West Hoe Road, Plymouth PL1 3BJ.

Email: [dataprotectionofficer@plymouth.gov.uk](mailto:dataprotectionofficer@plymouth.gov.uk)