

## **Supplier, Contractor and Client Privacy Notice**

**Last Revised: 25<sup>th</sup> February 2019**

### **1. Introduction**

Glasgow Caledonian University (GCU) Students' Association ("we", "our" or "us") is a charitable organisation whose registered address is 70 Cowcaddens Road, Glasgow, G4 0BA. We are a registered Scottish charity, number SC022887 and we are registered with the Information Commissioner's Office, with Registration Number Z5904134.

We promise to respect any personal data you share with us, or that we get from other organisations and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

All of your personal information will be treated in accordance with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and the data protection principles, as set out in our Data Protection Policy.

### **2. Where we collect information about you from**

GCU Students' Association is a 'data controller' and gathers and uses certain information about you. Where we are also a 'data processor', we will process information received from third parties about you.

We collect information in the following ways:

#### **When you register as a supplier or contractor**

When you register as a supplier with the Students' Association you provide us with certain personal data.

#### **When you register a client**

When you register as a client with the Students' Association you provide us with certain personal data.

### **3. What personal data we collect and how we use it**

The legal basis for processing information is that it is necessary for the performance of a contract or prior to entering into a contract.

This information includes, but is not limited to:

#### **Suppliers and contractors**

In registering as a supplier we will ask you to provide us with the following personal information:

- Name
- Address
- Email
- Telephone number
- Bank Details
- Job Title

We will mainly use your data to administer our contracted duties with you.

### **Clients**

In establishing a contract with us as a client we will ask you to provide us with the following personal information:

- Name
- Address
- Email
- Telephone number
- Job Title

We will mainly use your data to administer our contracted duties with you and undertake credit reference checks where appropriate.

### **4. How we keep your data safe and who has access**

Information may be held at our offices, on GCU IT servers and with third party agencies, service providers, representatives and agents.

We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained employees and contractors.

Some of our suppliers or service providers run their operations outside the European Economic Area (EEA). Although they may not be subject to the same data protection laws as organisations based in the UK, we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law. By submitting your personal information please be advised that we may transfer, store or process your personal information at a location outside the EEA.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors. We will only ever share your data in other circumstances if we have your explicit and informed consent.

We keep your information for no longer than necessary for the purposes for which the personal information is processed. Further details can be found in our Retention Schedule.

## 5. Keeping your information up to date

We request suppliers, contractors and clients make best attempts to ensure data held by the Students' Association is up to date and accurate. In the event of any changes to data or discovery of any inaccuracies please contact [finance@GCUstudents.co.uk](mailto:finance@GCUstudents.co.uk).

## 6. Understanding the detail of our data security measures

When we process your data we will have already carefully assessed the lawful justification for doing so, the parameters in which the data is processed, the length of time the data is held for, the secure storage of your data and undertaken impact assessments to ensure your rights are delivered.

## 7. Your rights

The [General Data Protection Regulations \(GDPR\)](#) sets out rights for individuals.

You have a right to ask us to stop processing your personal data, and if it's not necessary for the purpose you provided it to us for then we will do so. Contact us on 0141 331 3886 or [dataprotection@GCUstudents.co.uk](mailto:dataprotection@GCUstudents.co.uk).

You have a right to ask for a copy of the information we hold about you. If there are any discrepancies in the information we provide, please let us know and we will correct them. If you want to access your information we ask you to make a [Subject Access Request](#).

Under certain conditions you also have the right to ask us to:

- Restrict the use of your data e.g. if you have raised issues about the accuracy or use of your personal data, until we have investigated and responded to your concerns.
- Erase your information or tell us to stop using it to make decisions about you.
- Comply with your wishes where you have previously agreed to us processing your data for a particular purpose and have withdrawn your consent to further processing.
- Provide you with a portable electronic copy of data you've given us.

## 8. Changes to this Privacy Notice

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.

If you have any questions or concerns please send these to [dataprotection@GCUstudents.co.uk](mailto:dataprotection@GCUstudents.co.uk). You can see further information and guidance from the [Information Commissioner's Office](#).