Supplier, Contractor & Client Data Privacy Statement

Last Revised: 24th May 2018

Introduction

The University of Nottingham Students’ Union promises 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.

Facilitating our legal requirements, organisation policy and services to our suppliers, contractors and clients through using your personal data allows us make better decisions, communicate more efficiently and, ultimately, ensure you receive the services required.

Where we collect information about you from

We collect information in the following ways:

When you register as a supplier or contractor

When you register as a supplier or make enquiries with the Students’ Union you may provide us with certain personal data. We may also make use of information that is available in the public domain, such as your personal or company website, or social media profile.

When you register a client

When you register as a client or make enquiries with the Students’ Union you may provide us with certain personal data. We may also make use of information that is available in the public domain, such as your personal or company website, or social media profile.

When we collect it as you use our WEBSITES

Like most websites, we use “cookies” to help us make our site – and the way you use it – better. Cookies mean that a website will remember you. They're small text files that sites transfer to your computer (or phone or tablet). They make interacting with a website faster and easier – for example by automatically filling your name and address in text fields. There are more details in our Cookies Statement, which can be found on our website at https://www.su.nottingham.ac.uk/privacy/

In addition, the type of device you're using to access our website and the settings on that device may provide us with information about your device, including what type of device it is, what specific device you have and what operating system you’re using. Your device manufacturer or operating system provider will have more details about what information your device makes available to us.
Information available publicly
This may include your website, information found in places such as Companies House and information that has been published online or in articles/newspapers.

What personal data we collect and how we use it
The type and quantity of information we collect and how we use it depends on why you are providing it.

Suppliers and contractors
In registering as a supplier we may 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 may 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, undertake reference or credit reference checks where appropriate.

How we keep your data safe and who has access
We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff, contractors and suppliers who are operating under contract for us.

Some of our suppliers run their operations outside the European Economic Area (EEA). Although they may not be subject to the same data protection laws as companies 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 to us you agree to this
transfer, storing or processing at a location outside the EEA.

We may need to disclose your details if required to the police, regulatory bodies or legal
advisors.

We may need to disclose your details to the University of Nottingham but will only ever do so
where it is necessary to either fulfil our contractual or legal obligations, or in our legitimate
interest to do so. For example, this might include advising University campus security or
University building and facilities management of individuals who are arriving on site.

We will only ever share your data in other circumstances if we have your explicit and informed
consent.

Keeping your information up to date
We request that suppliers, contractors and clients make best attempts to ensure data held by
the Students’ Union is up to date and accurate. In the event of any changes to data or the
discovery of any inaccuracies, please contact your account manager/usual SU contact.

How long we keep your data
Whenever we collect or process your personal data, we’ll only keep it for as long as is
necessary for the purpose for which it was collected.

At the end of that retention period, your data will either be deleted completely or anonymised so
that it can be used in a non-identifiable way for statistical analysis and business planning.

For example, personal data relating to financial or business transactions with the Union is
maintained for 6 years.

Explaining the legal bases we rely on
The law on data protection sets out a number of different reasons for which a company may
collect and process your personal data, and when we process your data we will have carefully
assessed the lawful justification for doing so. These include:

Consent
In specific situations we can collect and process your data with your consent, for example when
you tick a box on certain forms.

Contractual obligations
In certain circumstances, we need your personal data to comply with our contractual obligations.
For example, where we agree to procure goods and services from you or where we agree to
provide goods or services to you. Where the Students’ Union agrees to purchase goods or
services it should always be supported by a valid purchase order or contract from an authorised Union contact.

**Legal obligation**
In specific situations, we require your personal data to comply with our legal obligations.

**Legitimate interest**
In certain circumstances we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our organisation and which does not materially impact your rights, freedom or interests. For individuals we already have a relationship with this includes sending you direct marketing information by email, telling you about products and services that we think might interest you.

Understanding our data security measures
The Students' Union operates a Data Protection and Information Security Policy for our employees and volunteers. All employees and volunteers handling data are required to undertake general data protection training and third parties handling data are required to provide a contract which meets the requirements of the Information Commissioner's Office.

The Students' Union does not store any sensitive card data on our systems following online transactions.

Your right to know what data we hold about you, make changes or ask us to stop using your data
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 (e.g. fulfilling contractual obligations) we will do so. Contact us on **OS-SUDataProtection@Nottingham.ac.uk** if you have any concerns.

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, please complete the **Subject Access Request Form** with a description of the information you want to see and the required proof of your identity and send it by post to the Data Protection Manager, University of Nottingham Students’ Union, Welcome Zone Reception, Portland Building, University Park, Nottingham NG7 2RD.

**Contacting the regulator**
If you have any questions then please contact your account manager at the Students’ Union in the first instance. Data protection queries can be made by email to **OS-SUDataProtection@Nottingham.ac.uk**.
If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner’s Office.

You can contact them by calling 0303 123 1113. Or go online to www.ico.org.uk/concerns (please note we can't be responsible for the content of external websites).

Changes to this statement

We may change this Privacy Statement 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.