

PRIVACY NOTICE FOR PROCUREMENT

Data Protection Act 2018

Background

The Procurement Department may, on occasion, hold personal data relating to suppliers. This can be in the form of CVs, telephone numbers, e-mail addresses, dates of birth and home addresses.

Using your personal information

Identity of controller

Glasgow School of Art

Purpose for collection/processing

To evaluate tender responses

Order processing

Legal basis

Article 6(1)(b) processing is necessary for the performance of a contract

Whose information is being collected/processed

Supplier Information which may be submitted in the form of personal data

What information is being collected

Personal CVs and date of birth of bidder representative in relation to tender responses

Personal data such as name, e-mail address, telephone number, home address where these details are captured on a new supplier form

How is the information collected

Personal CVs are collected via tender responses via PCS-T or PCS System and may be downloaded to procurement shared or other drive

New Supplier Form via e-mail

Who is the information shared with outside the GSA

Tender responses may be shared with external consultants

How is the information kept securely

Information is kept securely on GSA equipment in line with GSA information security and data protection policies.

How is the information kept up to date

No requirement to update CV Information

Supplier form information is updated on the system if we are informed of changes by the supplier to the information submitted

How long is the information kept

The School will retain your personal data in line with the School data retention policy

Will the information be used for any automated decision making

No.

Is the information transferred outside the European Union?

No

Your rights

As a Data Subject you have a number of rights under the Act including the right to:

- Access the personal data the GSA holds about you
- Have inaccurate data corrected
- Prevent processing of information which may cause you harm or distress
- Prevent unsolicited marketing
- Prevent automated decision making

Data protection officer

Enquiries relating to data protection should be made to the GSA's Data Protection Officer, email: dataprotection@gsa.ac.uk

Further information

<http://www.gsa.ac.uk/about-gsa/key-information/general-data-protection-regulation/>