Privacy Notice – Contractors and Consultants

# Introduction

The University’s Estates and Facilities department engages in the delivery of property, estates, construction and facilities services to the University. We value your privacy and we recognise the need to process your data in a fair and lawful manner.

The University of Southampton is a "data controller". This means that we are responsible for deciding how we hold and use data about you. You are being asked to read this privacy notice because we may collect data about you as part of our business requirements to enable us to contact you in the course of contracts and services that you deliver to us. It makes you aware of how and why your data will be used, namely for the purposes of our being able to have suitable contacts within the businesses providing services to us and it provides you with certain information that must be provided under the General Data Protection Regulation (GDPR). Our registration number with the Information Commissioner’s Office is Z6801020.

Data refers to the information that we hold about you as an individual engaged as a result of a contract for works or professional services let by the University and from which either on its own or in combination with other information you can be identified. This data may include names, contact details, photographs and identification numbers. A list of the data we collect is set out below. Processing means doing anything with your data, such as collecting, recording or holding the data as well as disclosing, destroying or using the data in any way. This definition however, seeks to draw a distinction between protecting you as an individual and the completed work you supply to the University. This is likely to be subject to different storage, retention and disclosure requirements.

This notice may be amended from time to time and you can obtain a current version at <https://www.southampton.ac.uk/estates/contractors.page> .

# Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

* Used lawfully, fairly and in a transparent way.
* Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
* Relevant to the purposes we have told you about and limited only to those purposes.
* Accurate and kept up to date.
* Kept only as long as necessary for the purposes we have told you about.
* Kept securely.

# What information does the University hold?

In connection with our contracts with your business we will collect, store, and use the following categories of data about you:

* The data you have provided, including name, title, company address;
* Any other data you provide to us that is required to develop and maintain our relationship with your company;
* Records of all contact we have with you.
* Documentation associated with the delivery of work the University has contracted for (eg; correspondence, reports, etc).

# Why does the University process data?

We need to process your data to fulfil our contract with you and/or your company. It enables us to:

* Adhere to and administer University codes of practice policies and procedures particularly those to do with tendering, health and safety, security and control of contractors and consultants.
* Progress the work for which you were appointed.

# Processing for limited purposes

We will only process your data for the specific purpose or purposes that we tell you about, or if specifically permitted by the UK 2018 and will only process your data to the extent necessary for that specific purpose or purposes.

# Accuracy

## We will keep the data we store about you accurate and up to date as relevant to the purpose or purposes for which we process it. Data that is inaccurate or out of date will be destroyed. Please notify us if your personal details change or if data we hold about you is inaccurate.

# How will your data be collected?

## We obtain your data either directly from you or indirectly from third party sources with whom you have had direct contact, such as other contractors or consultants who may have recommended that we contact you. We will always look to ensure that the third party has the lawful authority to share this information with us and has collected it from you fairly.

# How will your data be secured?

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so. In addition, we limit access to your data to those employees of the University who have a business need-to-know. They will only process your data on our instructions and they are subject to a duty of confidentiality.

# Holding and retaining your data

The data is usually kept at least for the duration of a contract but longer if we are undertaking ongoing or repeat contracts with your company.

Ordinarily we will retain your data for up to five years.

After this period, we will review the currency of the data and securely destroy your data in accordance with our data retention schedule if your contact details are no longer required.

# Who has access to your data?

Your information will be shared internally within the University for the purposes of processing contracts and tenders and procuring work.

## We will only share your data with third parties, if required for the contract or work you are undertaking for the University.

## All third-party data recipients are required to take appropriate security measures to protect your data in line with our policies. We do not allow our third-party data recipients to use your data for their own purposes. We only permit them to process your data for specified purposes and in accordance with our instructions.

## Exceptionally, we may disclose your data with a third party if required to do so: to protect or defend the University’s rights, interests, or property, or those of third parties; act in urgent circumstances to protect the personal safety of University constituents, or the public; or protect against legal liability.

# Automated decision making and profiling

## None of the data collected about you will be used as part of any automated decision making or to build a profile of you.

# Your rights

You have a number of rights. You can:

* access and obtain a copy of your data on request;
* require us to change incorrect or incomplete data;
* require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
* ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise these rights please use our [online form](https://www.southampton.ac.uk/about/governance/freedom-of-information.page) or write to:

The Data Protection Officer

Legal Services

University of Southampton, Highfield

Southampton, SO171BJ

Email: [data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk)

# Unwanted communications

If at any stage you are concerned about the content of any communications from Estates and Facilities e.g. unwanted marketing information or you wish to change how we communicate with you please contact us at [efhelp@soton.ac.uk](mailto:efhelp@soton.ac.uk) .

# Further information

We also have additional policies and guidelines concerning particular activities. If you would like further information please see our Publication Scheme at: <http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication_scheme>.

If you are unhappy with the way that we have handled your data you can contact us at: [efhelp@soton.ac.uk](mailto:efhelp@soton.ac.uk) or contact the Information Commissioner’s Office. See their website at: <https://ico.org.uk/>.