

# SUPPLIERS PRIVACY POLICY

## Information you need to know

The Leicester Services Partnership Limited is the Data Controller for your information.

The University of Leicester is the Data Processor for your information.

The Data Controller can be contacted at:

The Leicester Services Partnership Limited  
University of Leicester  
Percy Gee  
University Road  
Leicester  
LE1 7RH

Telephone: 0116 373 6427

Email: [info@hereforu.org](mailto:info@hereforu.org)

This privacy notice explains how we use your personal information, and your rights regarding that information.

### What information are we collecting?

The organisation collects and processes a range of information about you. This includes:

- *Name*
- *Contact Details*
- *Bank Account Details*
- *Self-Employment Information*

The organisation collects this information from forms completed upon initial interactions with you, contracts, invoices and emails.

Data is stored in various locations including, System Files, Paper Files, Email Systems and other IT Systems, all these systems are provided by the University of Leicester as the Data Processor.

### Why are we collecting your data?

The Partnership holds information about suppliers to record the financial and legal contracts between both parties.

## How we will use this data?

We will use this data to

- *Pay Invoices due for Goods/Services Received*
- *Monitor Supplier Performance/Usage*

## What is the legal basis for processing the data?

The Partnership needs to collect this data under statutory requirements for HMRC

*If we are sharing your data with others who are we sharing it with?*

Your data will be shared with the University of Leicester as our Data Processor.

Information may be disclosed to external agencies where the Partnership has obligations such as:

- [HM Revenue and Customs \(HMRC\)](#)
- UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offender, collection of a tax or duty, or safeguarding national security
- Third party software suppliers
- Auditors

## How long we will process your data for?

Financial Transaction data will be held for current financial year + 6 years

Procurement Contracts will be held for time of the contract + 6 years

What are your rights and how to enforce them?

- Right to be informed
- Right of access
- Right of rectification
- Right to restrict processing
- Right to data portability
- Right to object if your data is used for direct marketing purposes

How to complain to the Information Commissioner's Office?

The Information Commissioner can be contacted at:

[www.ico.org.uk](http://www.ico.org.uk)

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK95AF

Telephone: 0303 123 1113

### Data Quality

We undertake regular audits of data held in the HR database to ensure that the information we hold about you and your relationship with the University is complete, accurate and up-to-date.