

Privacy Notice about how we use your personal information

We are the data controller of personal information about you. We are: Shrewsbury College. Our address is:

Shrewsbury College,
Priory Road,
Shrewsbury,
Shropshire.
SY1 1RX

Our Data Protection Officer is Mark Brown, Vice Principal – Quality, Apprenticeships & Information. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at:

Shrewsbury College,
London Road,
Shrewsbury,
Shropshire.
SY2 6PR
dpo@shrewsbury.ac.uk
01743 653000

This privacy notice has been prepared in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018, as amended from time to time.

A Supplier to the College

As a Supplier to the College we store and use your information for the purposes of managing our suppliers in respect of the supply of goods and services that our College may need.

The information we collect about you and why we collect it

In order to engage and manage our suppliers, where you are a supplier (or where if it is a company, you are its representative) we collect and store your contact information and, where appropriate, your bank account details. You may also be asked to provide details of the nature of your organisation and your role within it.

In addition, where you visit a building we will collect and process the information set out in our Visitor Privacy Notice.

The legal basis on which we collect and use your personal information

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

- in engaging with and managing our relationships our suppliers ensuring effective operation of the college; and
- to be able to do so, we need to hold details of who those suppliers are.

Where we are required by law to hold certain records for health and safety purposes, then we hold those records to comply with that statutory obligation.

Where we hold your bank account details, we do so on the basis that it is necessary for us to perform our contract with you.

How long we keep your personal information

We keep your personal information in line with our Data Retention Policy. For Supplier information this is 6 academic years, including the academic year in which the information was collected.

How we share your personal information

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes set out below.

Organisation / type of organisation: Dun and Bradstreet

Privacy Notice: <https://www.dnb.co.uk/utility-pages/privacy-policy.html>

Purpose: Used as a credit reference agency to provide information regarding credit worthiness.

Organisation / type of organisation: Barclays

Privacy Notice:

<https://www.barclays.co.uk/content/dam/documents/personal/important-information/Barclays-Data-Privacy-Notice-Personal.pdf>

Service: Processing of BACS payments.

How we transfer your personal information outside UK

We do not routinely store your personal data outside the United Kingdom. Where this involves the use of third-party systems, appropriate safeguards are in place in line with Data Protection Laws.

Automated decisions we take about you

We do not make automated decisions using this personal data.

YOUR RIGHTS

You have a number of rights over your personal information, which are:

- the right to raise any concerns with the college in the first instance about how we use your personal information.
- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information, based on reasonable and proportionate searches;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

CHANGES TO OUR PRIVACY NOTICE

We keep our privacy notice under regular review and will update it from time to time to make sure it remains up-to-date and accurate.