

Privacy Notice – Suppliers

PRIVACY AND DATA POLICY

1. The USPCA makes a commitment to protecting your privacy and promises only to use information collected about you in accordance with our Privacy Policy set out below.
2. The USPCA is registered with the Information Commissioner in accordance with Data Protection legislation.
3. The USPCA recognises that information security is a key element of data protection and takes appropriate measures to secure personal data (both electronic and manual) and protect it from loss or unauthorised disclosure or damage.
4. The USPCA is the data controller of the personal data we process and therefore is responsible for ensuring our systems, processes, suppliers and staff comply with data protection laws in relation to the information we handle.

HOW WE USE INFORMATION/LEGAL BASES FOR PROCESSING

We collect and process personal data in relation to suppliers. Such personal data will only be processed where one of the following conditions is met:

- the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract or
- the processing is necessary for the purposes of the legitimate interests of the USPCA (which are the prevention of cruelty to animals and the relief of suffering in animals and the effective running of the USPCA);
- the processing is necessary for compliance with any legal obligation to which the USPCA is subject;

The table below provides a summary of how we collect and use personal data:

Suppliers

| Types of data | Collection | Use | Disclosure |
|---|--|---|---|
| Personal data such as name, address, contact details; financial information including bank details and identifiers (e.g. National Insurance numbers); | Personal data will be collected from a number of sources including; your application to be a supplier, your invoice for goods or services supplied; tracking use of the USPCA’s IT and information services; notes and records kept throughout your business contact with the USPCA. | Personal data will be used for: supplier administration, including Tendering for services, Performance of the contract, Payment of invoices; comply with legal obligations and management purposes; to comply with USPCA policies /good governance; including ensuring value for money and the prevention of fraud. | Personal data: - which is shared with service providers (for example, accountants) will be limited to that which is required for providing the service and will be adequately protected. -will be disclosed where required to comply with legal obligations. -will not be disclosed to |

| | | | |
|--|--|--|--|
| | | | third parties for marketing purposes and will not be stored outside the EEA. |
|--|--|--|--|

Where the provision of personal data is a statutory or contractual requirement or a requirement relating to entering into a contract, if you fail to provide that data it might affect your application to be a supplier.

YOUR RIGHTS

The Data Protection legislation gives you the right to access information held about you. Your right of access can be exercised in accordance with the legislation.

You also have the following rights which can be exercised in accordance with the legislation: the right to:

- be informed
- access your data
- rectify any information you believe is incorrect
- erase your data
- restrict processing of your data
- object to processing
- withdraw consent if that is the basis of processing
- complain to the Information Commissioners Office

Further information on these rights is available from the Information Commissioners website <https://ico.org.uk/>

DATA RETENTION

The USPCA will retain information on individuals in compliance with statutory requirements or in line with organisational needs where there are no such statutory requirements. Retention time is 7 years after the termination of the provision of services

CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be notified to you.

CONTACT US

- Should you have any queries relating to our privacy policy or your data you can contact the Administration Manager by:
 - email to tfearon@uspca.co.uk
 - post at USPCA, Unit 6 Carnbane Industrial Estate, Newry BT35 6QH;
 - by telephoning 028 3025 1000.