



Privacy Notice – Procurement

Our contact details

Name: Corporate Procurement Unit

Address: West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF

Phone number: 01506 280000

Email: cpu@westlothian.gov.uk

Date Privacy Notice Completed: 21st May 2021

The personal information we collect

The data that will be captured as part of competitive tendering exercises are detailed below;

- Name
- Address
- Contact Details (Email, Name, Telephone)

How we get your personal information and why we have it.

Most of the personal information we process is provided to us as part of competitive tendering, and/or requests for quotations, that are communicated to the council via eProcurement Tools, such as, Public Contracts Scotland and Public Contracts Scotland – Tender.

The council collects the data to carry out its procurement activities in line with the [Procurement \(Scotland\) Regulations 2016](#), [The Public Contracts \(Scotland\) Regulations 2015](#) and [Procurement Reform \(Scotland\) Act 2014](#). The council requires to carry out procurement activities as part of its

statutory function as a local authority. As a Local Authority, the council carries out various statutory roles, for example as an education authority, planning authority and roads authority. Accordingly, the westlothian.gov.uk data is necessary to comply with legal obligations as part of the aforementioned legislation. More information on what we do with your information, and how long we keep the information can be found below.

The council will hold personal information to be used in the procurement processes noted above. In addition, the council will use the personal data of those who have consented to participate in post tender surveys in order to carry out the post tender surveys. Bidders will have the option to consent to participate in the post tender surveys as part of the tender process. The personal data used to carry out post tender surveys is name and email address.

Under data protection law, the lawful bases we rely on for processing this information are:

(a) Your consent. Should you no longer wish to participate in post tender surveys, you can withdraw by sending an email to CPU@westlothian.gov.uk with the subject "Post Tender Survey – Opt Out".

(b) We have a contractual obligation.

Who we will share your information with?

The council will only pass this data and information to other parties where it is lawful to do so and where controls are in place which;

- Require an identified purpose, and
- Ensure that information is transmitted securely

During the procurement process, the council will share the data you provide with other agencies, such as Police Scotland, who may use this information, including any personal data, to prevent fraud, money laundering and to verify your identity. Where permitted by law, the council and Police Scotland may also enable other agencies to access and use your personal data to detect, investigate and prevent crime.

How long do we keep your information?

The council keeps data in relation to council contracts for 7 years. The personal information included in the council's contracts register is supplier name, address, email address, phone number and name of key account manager/contract manager.

Your rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To make a request please contact us at West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – CPU@westlothian.gov.uk

Providing accurate information

It is important that we hold accurate and up to date information about you in order to ensure our Contractual records are up to date. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact us at the address above. You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office at <https://ico.org.uk/>

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113