

PRIVACY NOTICE

APUC Members & Members Staff & Other Stakeholders Across the Scottish HE/FE Procurement Network May 2018

Who Are We?

APUC (Advanced Procurement for Universities and Colleges) Limited is the procurement centre of expertise for Scotland's Universities and Colleges. We are wholly owned by our member HE and FE institutions and therefore acts as a subsidiary for them. Our contact details are:

APUC Ltd
Unit 27, Stirling Business Centre,
Wellgreen,
Stirling, FK8 2DZ
Tel: +44 (0) 131 442 8930

The processing of personal data is governed by the General Data Protection Regulation 2016/679 (GDPR) and relevant UK Data Protection legislation. APUC is registered with the Information Commissioner's Office (ICO) as a Data Controller, which means we are responsible for deciding how we hold and use your personal data. APUC is committed to protecting your privacy and complying with this regulation.

What is Personal Information?

'Personal information' means information about individuals, and any information from which they can be identified - either by reference to an identifier (for example names, location data or online identifier (IP address)) or from factors specific to your physical, cultural or social identity. This document has been created to be read by individuals to understand how their personal data is used within the context of this notice so references to "you" throughout should be read as being the individuals concerned.

Scope

This privacy notice provides you with information about us, how and why we collect personal information from you, what we do with the personal information we collect from you, who we share your personal information with and your rights in relation to that information. We may update this Privacy Notice from time to time and will publish an up to date copy of the notice on the APUC website.

How Do We Collect Your Personal Information?

APUC complies with its obligations under GDPR and relevant Data Protection legislation by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Where Does Your Personal Information Come From?

We may collect your Personal Information in a number of ways, for example:

- When you contact us via telephone or email;
- When you register your interest for training or events;
- When you agree to take part in collaborative working groups e.g UIG, PSG
- When you register any APUC systems i.e. Hunter, PECOS, Sustain; AWARD, EDAM, Collaborative Contract Uptake Website
- When we receive your Personal Data from third parties, for example, employers, sectoral professional groups, institutions, suppliers
- When we conduct legitimate business operations

If you would like more information on the source of your personal information, please contact the Data Protection Officer, details can be found at the end of this document.

What Types of Personal Information Do We Collect?

The details of the personal information we may collect, in addition to the reasons and lawful basis for processing are shown in the table in appendix 1. This table also details also highlights any 'special category' information we collect and the specific details for processing this information.

How Do We Share Your Personal Information?

We may share your personal information with the following parties:

- With employees, agents and/or professional advisors;
- APUC member institutions, other UK Purchasing Consortia, Centres of Expertise, Government and Sector Professional Groups
- With other third party contractors who provide services to us,
- Current and potential framework suppliers, in order to conduct business.
- To prevent fraud and other criminal offences or because of a Court Order for example HRMC, the police.

What is the Lawful Basis for Processing your Personal Data

APUC will process data in order to fulfil its wide ranging obligations for delivery of its core purpose for its member institutions and its role in delivering relevant government policy dissemination, support and implementation activities. Depending on the activity your data is used for, we will rely on one or more of the following conditions for processing: a legitimate interest; a legal obligation; performance of a contract; or your consent to process your data.

How Long Will We Keep Your Personal Data?

We keep your personal information only for as long as is reasonably necessary for the purposes for which we process your personal information. These purposes are listed in appendix 1.

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including to satisfy any legal, accounting or reporting requirements.

We will retain all of your personal information for the time that you remain a member of APUC or until we are notified that a staff member has left the organisation.

What Are Your Rights Regarding Your Personal Data?

You have certain rights under data protection legislation in relation to the personal information that we hold about you. Unless subject to an exemption under the GDPR and relevant Data Protection legislation, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which APUC holds about you;
- The right to request that APUC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for APUC to retain such data;
- The right to withdraw your consent to the processing at any time, only if consent is relied upon as a processing condition;
- The right to request that APUC provide you with your personal data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

How Will We Keep Your Data Safe?

We will ensure that we have in place appropriate technical and organisational measures to prevent unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of your personal information.

The security measures applied include:

- hard copy records and manual files are kept to a minimum, where required these will be kept in locked filing cabinets
- electronic records are kept in an electronic filing system with access restricted to APUC staff
- appropriate cyber security measures, including accreditation to relevant cyber security standards.

When we use third party organisations to process information on our behalf we ask them to demonstrate their compliance with GDPR & relevant Data Protection legislation and work to instructions with regards to what information they process and what they do with this, as agreed in the contracts we have with them.

Further Information

If you have any questions about how we collect, store or use your information, or you would like to update the information we hold about you, please contact:

Gerry O'Hare
APUC Ltd
Unit 27,
Stirling Business Centre,
Wellgreen,
Stirling
FK8 2DZ

E-mail: gohare@ucss.ac.uk

We aim to resolve all complaints internally via our Data Protection Officer, but you do have the right to complain to the Information Commissioner at any time. Their contact details can be found here: <https://ico.org.uk/global/contact-us/>

Appendix 1 Table showing Personal Information, Reason and Lawful Basis for Processing

Please note: - Data marked * in the table below is 'special categories of personal information' or might disclose such information. We must have additional legal grounds for processing special categories of personal information – these are listed in the middle column of the table.

Reason for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
<ul style="list-style-type: none"> To communicate with you and to facilitate communication between you and other people 	<ul style="list-style-type: none"> To enter or carry out the contract For our legitimate interests: <ul style="list-style-type: none"> Business administration; Ensure compliance with our policies and procedures 	<ul style="list-style-type: none"> Name, address, telephone and e-mail addresses; Work address/location
<ul style="list-style-type: none"> For organisational planning, & development To conduct business operations including tendering exercises, supplier and contract management, communicating training and events; To provide membership benefits; such as training events 	<ul style="list-style-type: none"> To enter or carry out the contract For our legitimate interests: <ul style="list-style-type: none"> Business administration; Ensure compliance with our policies and procedures 	<ul style="list-style-type: none"> Contact details, including name, address, telephone and e-mail addresses Work address/location
<ul style="list-style-type: none"> Prevent and detect crime and ensure a secure work environment 	<ul style="list-style-type: none"> For our legitimate interests <ul style="list-style-type: none"> Verify the identity of individuals accessing our premises Prevent and detect theft 	<ul style="list-style-type: none"> Name Work location Photographs of you CCTV images
<ul style="list-style-type: none"> Allow you to access our buildings and systems To provide systems administration, support, development, management and maintenance 	<ul style="list-style-type: none"> To enter or carry out the contract For our legitimate interests: <ul style="list-style-type: none"> Business administration; Ensure compliance with our policies and procedures 	<ul style="list-style-type: none"> Computer or facilities access and authentication information; Identification codes, passwords, answers to security questions;