

St. John's College, Durham

Privacy Notice – Contractors and Suppliers

Part 1: Generic Privacy Notice Information

St John's College, Durham (henceforth 'the College') has a responsibility under data protection legislation to provide individuals with information about how we process their personal data. We do this in a number of ways, one of which is the publication of privacy notices. Organisations variously call them a privacy statement, a fair processing notice or a privacy policy.

To ensure that we process your personal data fairly and lawfully we are required to inform you:

- Why we collect your data
- How it will be used
- Who it will be shared with

We will also explain what rights you have to control how we use your information and how to inform us about your wishes. The College will make the Privacy Notice available via the website and at the point we request personal data.

Our privacy notices comprise two parts – a generic part (i.e. common to all of our privacy notices) and a part tailored to the specific processing activity being undertaken.

Data Controller

The Data Controller is the College. If you would like more information about how the College uses your personal data, please see the College's Data Protection Policy or contact the data management team on: johns.data@durham.ac.uk

The data management team also coordinates the response to individuals asserting their rights under the legislation.

Data Protection Officer

The Data Protection Officer is responsible for advising the College on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the College is processing your personal data, please contact the Data Protection Officer:

Chris Courtman, email: johns.data@durham.ac.uk

Your rights in relation to your personal data

Privacy notices and/or consent

You have the right to be provided with information about how and why we process your personal data. Where you have the choice to determine how your personal data will be used, we will ask you for consent. Where you do not have a choice (for example, where we have a legal obligation to process the personal data), we will provide you with a privacy notice. A privacy notice is a verbal or written statement that explains how we use personal data.

Whenever you give your consent for the processing of your personal data, you receive the right to withdraw that consent at any time. Where withdrawal of consent will have an impact on the services we are able to provide, this will be explained to you, so that you can determine whether it is the right decision for you.

Accessing your personal data

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access.

Right to rectification

If you believe that personal data we hold about you is inaccurate, please contact us and we will investigate. You can also request that we complete any incomplete data.

Once we have determined what we are going to do, we will contact you to let you know.

Right to erasure

You can ask us to erase your personal data in any of the following circumstances:

- We no longer need the personal data for the purpose it was originally collected
- You withdraw your consent and there is no other legal basis for the processing
- You object to the processing and there are no overriding legitimate grounds for the processing
- The personal data have been unlawfully processed
- The personal data have to be erased for compliance with a legal obligation
- The personal data have been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites).

Once we have determined whether we will erase the personal data, we will contact you to let you know.

Right to restriction of processing

You can ask us to restrict the processing of your personal data in the following circumstances:

- You believe that the data is inaccurate and you want us to restrict processing until we determine whether it is indeed inaccurate
- The processing is unlawful and you want us to restrict processing rather than erase it
- We no longer need the data for the purpose we originally collected it but you need it in order to establish, exercise or defend a legal claim and
- You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.

Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

Retention

The College keeps personal data for as long as it is needed for the purpose for which it was originally collected. Most of these time periods are set out in the College's *Records Retention Schedule*.

Making a complaint

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

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

Telephone: 0303 123 1113

Website: [Information Commissioner's Office](#)

Part 2 - Tailored Privacy Notice for Contractors and Suppliers

Contractors and Suppliers: Type(s) of personal data collected and held by the College and method of collection

We will collect personal data that you provide to us while providing a service or goods to the College or as part of a tender/quotation evaluation. This will include your name, address telephone number or private email address if you have provided it.

Contractors and Suppliers: Lawful Basis

We will process your data for the purpose of the service or goods you are providing or performance of a contract you have with us. Processing will also be necessary for the purposes of the legitimate interests of the data controller or a third party.

Contractors and Suppliers: How personal data is stored

Data will be stored in a range of different places, including proprietary software, and on other IT systems including email and document management systems. Data will be shared with and will only be accessible by staff involved with the services or goods you are providing.

Contractors and Suppliers: How personal data is processed

The College will process your information for the purpose of the evaluation, award, management and administration of any tender(s)/quotations you submit. Your data will also be used for the management and administration of any subsequent contract, service or goods including making any payments due to or from you in respect of these.

Contractors and Suppliers: Who the College shares data with

Your information will be shared internally, including with other departments for the purposes described above.

The College will share your data with third party agencies if required to satisfy any legal requirements.

Contractors and Suppliers: How long personal data is held by the College

The College will only retain your data for as long as necessary to fulfil the purposes we collected it for which includes satisfying any legal, accounting or reporting requirements.

The College [Records Retention Schedule](#) outlines how long we will keep your data.

Contractors and Suppliers: Visitors to our websites/webpages

When someone visits [St John's College - Durham University](#) or [Cranmer Hall Durham | A vibrant, diverse evangelical Christian community](#) a third-party service, Google Analytics, is used to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be transparent about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Contractors and Suppliers: Use of cookies

A cookie is a simple text file that is stored on your computer or mobile device by a website's server and only that server will be able to retrieve or read the contents of that cookie. Cookies allow websites to remember user preferences, choices and selections, such as what's in your shopping basket. The College and Durham University also make use of the Google Analytics service to understand how you navigate around the website site.

The College and Durham University do not use cookies to collect personal information about you.

For more information about the use of cookies on Durham University's website, or to set your cookie usage preference, please see [Cookie Notice](#).

Contractors and Suppliers: Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy notices on the other websites you visit

Contractors and Suppliers: Changes to this privacy notice

We regularly review our privacy information to ensure that it remains accurate and current. We will review and update this privacy information whenever we plan to use personal data for any new purpose. Any changes to this privacy information will be communicated to you.

Contractors and Suppliers: Further information

If you have any questions which you feel have not been covered by this Privacy Notice, please email us or write to:

Data Protection Officer, St John's College, 3 South Bailey, Durham, DH1 3RJ

Email: johns.data@durham.ac.uk