

## **One of our suppliers 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.

What would you like to learn more about?

- **how long we keep your personal information**
- **how we share your personal information**
- **how we transfer your personal information outside Europe**
- **automated decisions we take about you**

## **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 your occupation and your CV.

In addition, where you visit a building we will collect and process the information set out in the “**visitor to our College**” section above.

## **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:

- we have a legitimate interest in engaging and managing our suppliers; 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**

Invoices/orders etc are kept for six years. Contact details remain within the system unless you ask for them to be removed.

## **How we share your personal information**

We do not share your personal information.

## **How we transfer your personal information outside Europe**

We do not store or transfer your personal data outside Europe.

## **Automated decisions we take about you**

We do not make automated decisions using this personal data.