

**Commercial Development & Procurement – How we use your personal information**

At Stoke-on-Trent City Council, we take the privacy of personal data very seriously, and will only keep and use your personal information for reasons the law requires or allows. The Commercial Development & Procurement service is a controller of the personal data you provide to us. In order to comply with data protection legislation we must be sure you understand how we use this information.

**Data to be collected:**

Unless otherwise agreed with you, we will only collect basic personal data about you insofar as it affects your role as an economic operator or within an organisation which is itself an economic operator. This information will be limited to your name, work address, work email address and job title/position in the organisation.

**Who this data will be shared with:**

This will depend on the nature of the procurement exercise undertaken. Generally speaking we will limit the sharing of data to:

1. Other parts of the City Council, principally the commissioning Directorate, plus other parts of the authority necessary to process the procurement, including, but not limited to, Legal Services and Financial Services. We may share data with Internal Audit for the purpose of evaluating the effectiveness of the organisation’s risk management, control and governance processes.  We may also share your data with Corporate Fraud for the prevention and detection of fraud.
2. Consultants and other sources of external expertise, where that expertise has been specifically commissioned to assist with the procurement process.

Please bear in mind that public contracts are subject to the Freedom Of Information Act 2000 (FOIA) and as a City Council we are obliged to comply with the FOIA. As far as possible, we will restrict any data which we consider to be personal in responding to an FOIA request.

**How this data will be used:**

The purpose for which the data will be used is to meet statutory obligations, specifically:

* To allow us to establish your position as an economic operator, or your position within an organisation which is an economic operator;
* To enable us to contact you to (a) inform you of any relevant procurement exercises; (b) inform you of the successful or unsuccessful outcome of a procurement exercise; (c) commence contract proceedings and contract management in the event of any response submitted by you/your organisation being successful in a procurement exercise. The latter shall include testing you/your organisation’s suitability to pursue the activity tendered for; the economic and financial standing; and technical and professional ability;
* In the event of a contract of £500 or more being awarded, to publish the detail of that contract on the City Council’s website, and where appropriate, publish a notice on the government’s Contracts Finder website and the Official Journal of the European Union (OJEU).

We are able to do this to enable us to comply with Section 5 (“Conduct of the Procedure”) of the Public Contract Regulations 2015, and the Local Government Transparency Code 2015. If we do not hold this information we will be unable to allow you/your organisation to participate in any procurement exercise commissioned by the City Council.

You should be aware that we have a duty to protect public funds. We may therefore use the information we have for the prevention and detection of fraud. We may share this information with other bodies for these purposes (including other parts of the City Council and external agencies where the purpose is for enforcement).

**What we will not collect or hold:**

We will not collect personal data from you which is not relevant to your role as an economic operator, or your role within an organisation which itself is an economic operator.

Furthermore, and notwithstanding the City Council’s commitment to transparency, we will not publish personal data on the City Council or Contract Finder website.

**Your further rights:**

A full list of the rights you may have, under data protection law, is given below:

* You can ask to see the information we hold about you.
* You can ask what is being done with the information we hold about you.
* You can ask to have some of the data we hold about you deleted.
* You can ask us to stop processing the data we hold about you
* You can ask us to make changes to data about you that you believe is inaccurate.
* In some circumstances you can ask us to help you move your information to another organisation.
* You can ask us to restrict or limit what we do with your data, for example if you believe the data we hold is inaccurate, or if you believe the processing in unlawful.

If you wish to contact us in relation to any of your information rights, please contact the Information Rights Team at [foi@stoke.gov.uk](mailto:foi@stoke.gov.uk) or Information Rights Team, Floor 2, Civic Centre, Glebe Street, Stoke-on-Trent ST4 1HH or you can complete the online form on the City Council's website: <http://feedback.stoke.gov.uk/RespondCustomer/MainMenu.aspx>

Alternatively the Information Rights Team can be contacted on the following numbers 01782 233732 or 235965.

If you wish to complain about how your personal information has been handled by Stoke-on-Trent City Council then please contact the Information Rights Team in the first instance using the details above. If you are not satisfied you can complain to the Information Commissioner’s Office at: The Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 or you can visit their website at [ico.org.uk](https://ico.org.uk/).

You can find details of how we handle your personal information by visiting [stoke.gov.uk/dataprotection](http://www.stoke.gov.uk/dataprotection)

For any general enquiries you can contact the council by phone on 01782 234234, via email to [enquiries@stoke.gov.uk](mailto:enquiries@stoke.gov.uk) or by writing to us at Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH.