**Privacy Notice for Contractors and Suppliers. The Bond Board.**

In the process of acquiring goods and services, The Bond Board collects and processes personal data relating to suppliers and contractors. The Bond Board is committed to being transparent about how it collects and uses your personal data and to meeting its data protection obligations. This notice tells you more about the information we collect about you, what we do with it and what your rights are about your personal information.

**What kinds of personal information does The Bond Board collect?**

The Bond Board may ask you to provide a range of personal information to enable it to acquire goods or services from you. This may include (but is not limited to):

●Identity Data; including personal contact details such as name and title.

●Contact Data; including addresses, telephone numbers, and personal email addresses.

●Financial Data; including bank account details and VAT registration details.

●Insurance Data; including personal liability insurance.

●Qualifications/Registration Data; including CAPITA or NICEIC certification, where appropriate.

As a result of the Coronavirus Pandemic, you may be asked to provide your name, address, email address and/or phone number when attending Bond Board premises or if you are meeting us in other community spaces.

**How The Bond Board collects your personal data**

The Bond Board collects this information from you via phone, telephone, email and in writing when arranging to acquire goods or services.

**Who has access to your personal data?**

Only those who need access to your personal data will see it. This may include members of Trustees of The Bond Board, Managers and Administrative staff. The Bond Board will not share your personal data with anyone else without your prior consent unless we are legally obliged to do so.

**What legal basis does The Bond Board have collect and process my personal data?**

**Contract**

The lawful basis for processing the personal data of suppliers and contractors at The Bond Board is to fulfil a contract for goods and services with an individual or organisation. There is a contractual requirement for individuals to provide their personal data. Without this information, The Bond Board would be unable to fulfil our obligations, for example to pay for and keep records of goods or services, which could result in the contract terminating.

**Legitimate Interest**

To support NHS Test and Trace (which is part of the Department for Health and Social Care) in England, we have a legitimate interest in collecting and keeping a limited record of staff, Service users and other visitors who attend drop-in sessions in the community or public spaces at our offices for the purpose of contact tracing. We have a legitimate interest in doing so in the interests of the individual, our organisation and the public health efforts to tackle Covid 19.

This is to help to identify people who may have been exposed to the coronavirus. If asked to do so, we will share your name and the contact information you have provided with the NHS Test and Trace Service. NHS Test and Trace have asked us to retain this information for 21 days from the date of your visit, to enable contact tracing to be carried out by NHS Test and Trace during that period. We will only share information with NHS Test and Trace if it is specifically requested by them.

The NHS Test and Trace service has technical, organisational and administrative security measures in place to protect your personal information from loss, misuse, and unauthorised access, disclosure, alteration and destruction.

Where this information is only collected for the purpose of contact tracing, it will be destroyed by us 21 days after the date of your visit.

**Keeping your data accurate and up to date**

The Bond Board will try to make sure that your personal data is accurate and up-to-date. We will change your personal information, as soon as possible, when we discover it is wrong or out of date. You can help to make sure your data is accurate by telling us as soon as possible if your circumstances have changed.

**Sharing your data outside of the European Union**

The Bond Board does not share any of your data outside of the European Union. If this were to change in the future, we would make sure that your data was only processed in countries that can keep your information safe. We would also tell you of the change by updating this privacy notice.

**How long does The Bond Board keep your personal data for?**

We will permanently delete all data relating to individual contractors of The Bond Board **6 years** after the end of the working relationship/contract.

**Exceptions:**

Where The Bond Board is legally obliged to retain any of the data for an alternative time period.

**What are your rights about the personal data The Bond Board has about you?**

**The right of Access**

You have the right to look at and request a copy of all the data we hold about you. You can do this by contacting The Chief Officer of The Bond Board (details below). We will usually provide this information to you free of charge and always within one month of you requesting it.

**The right to rectify**

You have the right to ask us to change your personal data if it is wrong or if there is something missing. We will do this within one month of your asking us to.

**The right of erasure**

You have the right to ask us to delete your data. We will let you know if this is possible and if not, we will explain why in writing and inform you of your rights to appeal or complain.

**The right to restrict processing.**

Even if you don’t want us to delete your data completely, you can still ask us to stop processing it. Examples of why you might want to do this include, you believe the information we have about you is incorrect, so you don’t want us to use it in any way until it has been put right.

**The right of portability.**

You have a right to request a copy of all the personal data we have about you in a common, machine readable format and to have this free of charge if The Bond Board is processing your data on the basis of consent. We will provide this information within one month of you requesting it.

**The right to object.**

You do not have the right to object to your data being processed on the legal basis that you have entered into a contract with The Bond Board.

You do have the right to object to The Bond Board processing your personal data if we do so to;

* Send you direct marketing, such as information through the post, by text or email, without your consent.

Suppliers and Contractors also have the right to object if the processing is for:

* a task carried out in the public interest.
* the exercise of official authority vested in The Bond Board.
* the legitimate interests of The Bond Board (or those of a third party).

However, The Bond Board does not rely on these three legal bases for collecting and processing supplier and contractor personal data.

If you have a right to object, we will stop processing your data as soon as you ask us to, unless there is a good reason why we can’t do this. If this happens, we will explain our reasons to you in writing within 14 days and we will explain your rights to appeal and complain.

**The right to withdraw consent.**

If The Bond Board is using your information because you have given us your consent, as opposed to because of a contract, you can withdraw your consent at any time by informing The Chief Officer. We will follow your instructions for what you would like us to do next, for example, by deleting your data or by stopping processing it.

**The right not to be profiled.**

For your information, you have the right not to be subject to a decision based on automated processing, unless The Bond Board is doing so on the basis of entering into a contract with you. The Bond Board does not currently use automated decision making in any circumstances. Should this change in the future, The Bond Board’s Data Protection Policy and this notice will be reviewed. If a decision is made about you using automated decision making because of a change of Bond Board policy, you will be notified, ‘as soon as reasonably practicable’.

**You can contact The Bond Board about any of your data rights, using the details at the end of this notice.**

**Keeping your personal data safe**

Your personal data is stored securely on paper records and on our IT systems. The Bond Board takes the security and confidentiality of your personal information very seriously. We have policies and procedures in place to make sure the risks of us losing your information or sharing it with someone we shouldn’t are very low. We do not share your personal data with anyone without your consent, unless required to do so by law. We also ensure that your data can only be accessed by our employees and volunteers on a need to know basis in the proper performance of their duties.

**Reporting Data Breaches**

If The Bond Board finds out there has been a risk to your personal data, for example, because we have shared it with someone we shouldn’t, or we have lost it, we will follow the law and inform the Information Commissioners Office within 72 hours of becoming aware of the problem. If the problem is likely to affect your rights to freedom and privacy, we will also inform you as soon as possible take all reasonable action possible to reduce the impact of the data breach on you. The Bond Board will keep a record of any data breaches, regardless of whether we are required by law to inform the Information Commissioners office.

**Changes to this privacy notice**

This notice takes effect from the 25th May 2018. The Bond Board will review this notice every 6 months to ensure it is up to date with the law and to ensure, for example, that the processing and purposes of your personal data have not changed. If we make any changes to this privacy notice or our Data Protection Policy, we will update you and provide the new version on The Bond Board website.

**Contacting The Bond Board for further information about your personal information and your rights.**

For the purposes of the General Data Protection Regulations 2018, The Bond Board is the controller and processor of your data. All enquiries about your personal data and to request any of the above rights should be made by contacting **The Chief Officer of The Bond Board. 209-211 Bury Road, Rochdale OL11 4EE.** [**Tel:01706**](Tel:01706) **342404**

If you disagree about any decision we have made about collecting or processing your personal data, The Bond Board also has an appeals process in place, allowing you to appeal any decision you make to The Bond Board of Trustees within 1 month of the data of the decision. We will let you know how to do this in writing at the time of the decision.

**The right to complain to the Information Commissioners Office.**

If you have a concern about The Bond Board’s approach to collecting, storing or processing of your personal data, you should raise this with your Line Manager or the Chief Office of The Bond Board in the first instance. However, you also have the right to report your concerns to the Information Commissioners Office. Their helpline number is: **0303 123 1113.** Further information can also be found on their website: <https://ico.org.uk/>