

## Privacy Notice (Supplier Information)

New College Durham Academies Trust collect and hold data on suppliers to ensure orders are placed in accordance with the purchasing terms and conditions and ensures the accurate and timely payment for goods and/or services.

### The categories of supplier information that we collect, process, hold and share include:

- Personal/Company information (such as name, address, telephone number, email address, VAT)
- Payment information (such as bank details)

### Why we collect and use this information

We use supplier data to:

- Contact suppliers regarding orders and deliveries of goods and/or services
- Issue orders to suppliers
- Make payments to suppliers via BACS / cheques
- Make VAT submissions
- Support internal and external audit reviews

### The lawful basis on which we use this information

We collect and use supplier information under GDPR, Article 6(1), where the data subject has given consent and where it is necessary to meet the requirements within a contract to process personal data for one or more specific purposes.

### Collecting this information

Whilst the majority of information you provide to us is mandatory, some information is provided to us on a voluntary basis. In order to comply with data protection legislation, we will identify at the point of collection, which information is mandatory or voluntary.

### Storing this information

We will hold payment data for a minimum of 6 years plus current year, however supplier data collected will be kept as long as contractually necessary.

### Who we share this information with

We routinely share this information with:

- |                      |                       |                   |
|----------------------|-----------------------|-------------------|
| • Lloyds Bank        | • HMRC                | • Debt Collection |
| • Civica Resource    | • Wylie & Bissett     | Services          |
| (financial software) | (auditors)            |                   |
| • Net Bank           | • Auditone (auditors) |                   |

### Further Information

If you would like to discuss anything in this privacy notice or withdraw your consent, please contact:

Christine Connolly, [dpo@ncdat.org.uk](mailto:dpo@ncdat.org.uk), Data Protection Officer.