



## **PRIVACY STATEMENT**

### **St Helens Council Procurement Department**

St Helens Council is a registered Data Controller and as such will only process your personal data/information in accordance with the General Data Protection Regulation 2016/679  
St Helens Councils data protection policy outlines how the procurement department will comply with the GDPR 2016/679.

St Helens Council collects processes and stores a wide range of information, including some personal details in order to deliver our services efficiently. We recognise that this information is important and use the information fairly, correctly and safely.

#### **Type of personal information we collect**

We will use your personal information for a limited number of purposes and at all times in accordance with General Data Protection Regulations.

The personal data collected and processed will concern the tenderer and its staff or subcontractors. Information gathered during the tender process can relate to:

Name, address, phone number, fax number, e-mail address, function  
e-Signature (if used).  
Bank certificate stating your financial situation  
Bank account number and bank information,  
VAT number;  
Statement as to your overall turnover and turnover for the supplies and/or services referred to in the procurement procedure  
Proof of having fulfilled obligations to pay social security contribution and taxes;  
Proof/Certificate of clear criminal record or extract of the judicial record;  
Extract from the register of bankruptcy and reorganisation proceedings;  
Extract from the register of debt regulations or a certificate given by a creditor;  
Documents attesting to professional standing (curriculum vitae, copies of diplomas, certificates, references regarding professional activities);

#### **Purpose**

Evaluate the eligibility of economic operators to participate in the procurement.  
Evaluate the content of tenders and proposals submitted during the procurement with a view to awarding the contract.

## **Legal base - Procurement**

St Helens Council's Contract Procedure Rules and Financial Regulations  
Public Contracts Regulations 2015 (EU Directive 2014/24/EU)

### **Access to your personal data**

Your personal data is accessed by the following personnel.

Procurement personnel participating in the procurement procedure

Members of the opening and evaluation committees

Members of the public, in the event of a Freedom of Information request we are obligated to divulge information which has not been redacted or is deemed commercially sensitive.

Publication of contract award information on Contracts Finder and Official Journal of the European Union

St Helens Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for; auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud.

### **Protect and safeguard your information**

We only hold information as long as it is needed or required by law and then dispose of it securely.

Whilst we make every effort to keep the information that you supply secure, please be aware that the Internet is not a fully secure medium for delivery. We use secure servers for storing and processing sensitive information, including financial and personal information.

We may disclose personal information to a third party, but only where it is required by law or allowed under the General Data Protection Regulation 2016/679.

### **Subject Access Requests and correction**

If you would like to request a copy of the information that we hold about you or believe the personal data we hold is incorrect, please e-mail your request to the Data Protection Officer at [dataprotection@sthelens.gov.uk](mailto:dataprotection@sthelens.gov.uk) and we will correct the data in accordance with the GDPR regulations.

With regard to contract award procedures, factual data can only be rectified or updated up to the tender submission deadline. Information that would change the nature of the tender cannot be changed after the submission deadline since this would compromise the award procedure.

Special attention is drawn to the consequences of a request for deletion, as this may lead to an alteration of the terms of the tender and may be refused and may prevent further participation in the tender process.

**How long do we keep your personal data**

We only hold information as long as it is needed or required by law and then dispose of it securely.

Files relating to tender procedures, including personal data, are to be retained in line with St Helens Council statutory retention schedules.

Information uploaded to the Chest tendering portal will be subject to the GDPR data compliance schedules of the company responsible for hosting the site.

**Complaints**

If you are not satisfied with how your request has been dealt with, you should email or write to the Information Commissioner's Office (ICO) outlining your concerns.

Information Commissioner's Office (ICO):

Tel: 0303 123 1113

Post: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Online: <https://ico.org.uk>