

PRIVACY NOTICE – PROCUREMENT

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7002 or by email to dpo@halton.gov.uk

Why do you need my information?

The personal data collected and processed will concern the tenderer and its staff or subcontractors during a tender process.

What legal basis allows you to use my information?

The legal basis for the processing of personal data are:

- The Government Act 2003
- Public Contract Regulations 2015 and 2024
- Public Procurement Act 2023

Do I have to provide this information and what will happen if I don't?

If you do not supply this information, then the Council will be unable to evaluate your bid and you will no longer be able to participate in the tender process.

Who will my information be shared with?

Your information may be shared with the following:

- Procurement personnel participating in the tender process
- Other Council Departments providing expertise during the tender process
- Members of the evaluation panel
- Members of the public in the event of a Freedom of Information (FOI) request we are obligated to divulge information which has not been redacted or is deemed to be commercially sensitive
- Publication of contract award information on Contract Finder, Find a Tender, and the Cabinet Office Central Digital Platform
- Halton Borough Council is required by law to protect the public funds it administers. It may therefore share information provided to it with other bodies responsible for auditing, or administering public funds, or undertaking a public function, in order to prevent and detect fraud.

How long will you keep this information for and why?

We 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 the Council's statutory retention schedules.

Information uploaded to the Chest E-Tendering Portal will be subject to the GDPR data compliance schedules of the company responsible for hosting the site.

How will my information be stored?

Your data will be stored on the following computer systems:

- Halton Borough Council SharePoint
- The Chest E-Tendering Portal

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad and why?

No

What rights do I have when it comes to my data?

- Right to be informed – through this Privacy Notice
- Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete
- Right of Access - you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used download a copy of our form from [Halton Borough Council - Data Protection](#) and send it to:

Information Governance Service (dpo@halton.gov.uk)
Halton Borough Council
PO Box 317
RUNCORN
WA7 9BZ

Source of data

As well as data provided by yourself, we may obtain data about you from the following sources:

- Equifax

- Companies House
- Other Council departments
- Other local authorities
- Social Media
- Websites
- Cabinet Office Find a Tender or Central Digital Platform

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:

Data Protection Officer (dpo@halton.gov.uk)
Information Governance Service
Halton Borough Council
PO Box 317
RUNCORN
WA7 9BZ

You also have the right to complain to the Information Commissioner's Office using the following details:

The Information Commissioner's Office:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 08456 30 60 60 or 01625 54 57 45.

Website: www.ico.org.uk