

## Privacy Notice – Procurement

### Who we are

The Police Service of Scotland is a constabulary established under the Police and Fire Reform (Scotland) Act 2012. Its headquarters is located at Tulliallan Castle, Kincardine, FK10 4BE, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@scotland.pnn.police.uk](mailto:dataprotection@scotland.pnn.police.uk), and by telephone on 101.

### About this notice

This notice is to advise you of how your personal information will be dealt with (processed) by Police Scotland and your rights in relation to the processing. This notice covers information processed for a non-crime purpose.

The Chief Constable of the Police Service of Scotland is the controller of your personal information and is the authority that decides the purposes for which your personal information will be processed. Police Scotland can be contacted by telephoning 101.

The tables below provide you with details of:

- why we process your personal information
- what our lawful basis is for having it
- the categories of people the information relates to
- the categories of personal information we hold
- the source of the information
- what would happen if we did not have it
- the length of time we will keep your information
- who we will share it with

## Purpose and basis for processing

| Purpose of processing                                     | Lawful basis for processing | Categories of individuals                      | Categories of personal data                               | Source of personal data  | Consequences of failing to provide information              |
|---|-----------------------------|--|---|--|---|
| Contract Tenders  | Performance of a contract   | Staff of suppliers                             | Name, address, telephone number, email address, job title | Data subject   | Unable to complete tender / contract process with suppliers |
| Contract Awards   | Performance of a contract   | Staff of suppliers                             | Name, address, telephone number, email address, job title | Person signing the contract on behalf of their organisation requires delegated authority as signatory. | Unable to complete tender / contract process with suppliers |
| Declaration of non-involvement in serious organised crime | Performance of a contract   | Staff of suppliers, company directors / owners | Name, date of birth, address, contact number              | Person signing the contract on behalf of their organisation requires delegated authority as signatory. | Unable to complete tender / contract process with suppliers |

## Keeping and sharing your information

In this section, we explain how long we keep (retain) your information and who we might share it with:

| Category of information   | Length of storage period (Reference to the <a href="#">Record Retention SOP</a> ) | International Sharing | Recipients of personal information (Details of organisations we pass personal information to) |
|---|---|-----------------------|---|
| Contracts – Name, address, telephone number, email address, job title | Section 7 – Finance, subsection 1.2   | N/A                   | N/A   |
| Tenders – Name, address, telephone number, email address, job title   | Section 7 – Finance, subsection 1.2   | N/A                   | N/A   |

## Your Rights

You have certain rights in relation to how we process your personal information. These are listed below.

### 1. Right of access – this is called making a subject access request

This means that you are entitled to, amongst other things, a copy of the information we hold on you, although there are exceptions to this. For further information and details on how to make a subject access request please click [here](#) or visit the Police Scotland website at [www.scotland.police.uk/access-to-information/data-protection/subject-access-requests](http://www.scotland.police.uk/access-to-information/data-protection/subject-access-requests).

### 2. Right to rectification

We must correct without delay, any personal information we hold on you which is not accurate. If you think anything is wrong, you should contact us by post or e mail. There are exceptions to when we have to correct the information, and you will be advised if we have to apply them. If it is not possible to establish the accuracy of the personal information, we will restrict how we process it, for example restrict who can see your information, or who we disclose it to.

### 3. Right to erasure, restriction of processing or right to object

You have a right to request that we delete your personal information, but this will only be done when we are legally required to do so. On occasion it may be more appropriate to restrict how we process it, for example restrict who can see your information, or who we disclose it to.

You also have the right to object to the processing we carry out, if our legal basis for doing so (as detailed above) is for carrying out a task in the public interest, exercising our lawful duty or we believe it is in our legitimate interests.

For more information about any of these rights, go to [www.scotland.police.uk/access-to-information/data-protection/your-rights](http://www.scotland.police.uk/access-to-information/data-protection/your-rights) or email [information.assurance@scotland.pnn.police.uk](mailto:information.assurance@scotland.pnn.police.uk).

If we refuse to carry out your requests in full under paragraphs 1, 2 or 3 above, you have the right to ask the Information Commissioner to check whether our decision is correct.

If you are unhappy in any way with how we have dealt with your information, you have the right to complain to the Information Commissioner.

The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate)

[www.ico.org.uk](http://www.ico.org.uk)