

## Data Privacy Notice for University Suppliers

**Who will own my data once I submit it?**

- *The University*

**Why do you need my information?**

- *To manage our relationship with the supplier*
- *To issue any purchase orders to the supplier*
- *To make a payment to the supplier's bank account*

**What allows you to use my information?**

- *We rely on the consent of the company. The company may withdraw that consent at any time.*

**Who will my information be shared with?**

- *Some information may be shared with other universities or HE consortia*

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

- *You do not have to provide the information. However without the information the University would be unable to trade with you.*

**How long will you keep this data for and why?**

- *The information may be kept indefinitely as we may want to contact a supplier or place an order with a supplier at any time in the future*

**How will my information be stored?**

- *The information will be stored electronically within our Business World finance system*

**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?**

Under the General Data Protection Regulation, you may have the following rights with regards to your personal data:

- The Right to subject access - you have the right to see a copy of the personal data that the University holds about you and find out what it is used for.
- The Right to rectification - you have the right to ask the University to correct or remove any inaccurate data that we hold about you.
- The Right to erasure (right to be forgotten) you have the right to ask the University to remove data that we hold about you.
- The Right to restriction - you have the right to ask for your information to be restricted (locked down) on University systems.
- The Right to data portability - you have the right to ask for your data to be transferred back to you or to a new provider at your request.
- The Right to object - you have the right to ask the University to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.
- The Right to prevent automated decision making - you have the right to ask the University to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable).

Please note that not all rights apply in all situations. To find out more about [your rights under the GDPR](#), please visit the Information Commissioner's website.

To request a copy of your data or ask questions about how it is used, contact:

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Dan Howarth, Data Protection Officer

- Email: [legal@liverpool.ac.uk](mailto:legal@liverpool.ac.uk)
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

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

You can complain directly to the University's Data Protection Team by writing to:-

- Dan Howarth, Data Protection Officer
- By email: [legal@liverpool.ac.uk](mailto:legal@liverpool.ac.uk)
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

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