



PRIVACY NOTICE

Suppliers

This notice covers the processing of personal data by New College Lanarkshire when you or your organisation are a supplier of goods or services to the College.

The data controller for the information being processed is New College Lanarkshire. Our registered office is 1 Enterprise Way, Motherwell ML1 2TX.

If you have any concerns or queries about how we use your personal information you can contact our Data Protection Officer at data.protection@nclan.ac.uk

Personal information collected

- Contact details e.g. name, addresses, business contact numbers and email addresses
- Financial information e.g. back account details, payment information
- Legal and insurance requirements
- Relevant information provided by you or your organisation as part of a procurement process

How we use your information

We use your information to:

- Register you as a supplier.
- Process and deliver orders for goods or services; including to manage payments, fees and charges.
- Manage our relationship with you or the organisation you work for, including handling any complaints or disputes.
- Comply with our legal and statutory obligations, such as to investigate and prevent fraud.
- Meet our audit requirements.

Our lawful basis for using this information is **contract** and **legal obligation**.

Sharing your information

We may share information with:

- Auditors
- Financial and procurement software providers
- Banking and payment service providers

Retention

Your information is retained for as long as you continue to provide us with goods and services and for 7 years after to meet our regulatory obligations.

Your Rights

You have rights in relation to the personal information the college use. You can access information on these rights and how to use them on the Data Protection section of our website:

<https://www.nclanarkshire.ac.uk/us/data-protection/data-subject-rights>