

Procurement Service

How we use your personal information

The procurement service is part of Exeter City Council, and is responsible for acquiring goods, services to support council operations and public service delivery. We collect and use your personal information so that we can assess tender submissions to enable the award of contracts with third party suppliers.

Under data protection law, we can only use your Personal Information if we have a proper reason for doing so, for example:

- to comply with our legal and regulatory obligations
- for our legitimate interests (see below) or those of a third party
- for the performance of our contract with you
- you have given consent.

A legitimate interest is when we have a business or commercial reason to use your Personal Information, so long as this is not overridden by your own rights and interests.

We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your Personal Information for our legitimate interests.

We do not use your Personal Information for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

We will only use your Personal Information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your Personal Information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

We may process your Personal Information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

What information we collect

The categories of personal data being collected (dependant on the tender) can include:

- Supplier details - including contact names, the job title email address, phone number of the authorised individual(s) submitting a tender and corporate structure, including names of key personnel and connected and/or associated persons (as defined under the Procurement Act 2023).
- CV's and Role profiles of supplier personnel allocated to contract.
- Transfer of Undertakings (Protection of Employment) (TUPE) information, such as: work related details, age, benefit and pension details where relevant in a tender process.
- Business Information including insurance details accounts, credit reports & details of any Guarantees/Bonds (where relevant).

- Supplier tender submissions and related documentation.
- Contract performance data, including KPIs and performance feedback

Why we collect your data

We collect and process personal data for the following purposes:

- To manage procurement processes, including tenders, quotations, and supplier evaluations
- To enter into and manage contracts with suppliers
- To ensure compliance with legal and regulatory obligations
- To maintain records for audit and transparency purposes
- To communicate with suppliers and stakeholders

What we will do with it

The data we collect may be shared with:

- other departments within Exeter City Council
- other councils
- professional advisers who may support or advise on our procurement process
- government departments and funding bodies
- External auditors and regulatory bodies
- Police
- Technology providers supporting our procurement systems

We only allow our service providers to handle your Personal Information if we are satisfied they take appropriate measures to protect your Personal Information and will only process data for specified purposes.

How long will we keep your information?

We retain personal data in accordance with our Corporate Retention and Disposal Policy. Typically, procurement records are retained for 6 years after the end of a contract, unless otherwise required.

More information

For further information about how we look after your information or to find out more about your rights, go to www.exeter.gov.uk/DataProtection or contact the Data Protection Officer on 01392 265257. To see the council's full privacy notice or to find out about your rights go to www.exeter.gov.uk/DataProtection.