

Veritau Suppliers Privacy Notice

This Privacy Notice is designed to help our suppliers to understand how and why we process their personal data. It also informs them of their information rights. This notice should be read in conjunction with the Veritau Corporate Privacy Notice.

Who we are?

The Veritau group consists of Veritau Limited and Veritau North Yorkshire Limited. The companies are owned by a group of local authorities (including North Yorkshire County Council, the City of York Council and four district councils). Veritau provides services to a number of public sector organisations. The services include:

- Internal audit – the review of governance arrangements, and financial and operational processes within our client organisations
- Counter fraud – the provision of advice and support to client organisations to help prevent and detect fraud, and the investigation of suspected fraud
- Information governance – the provision of advice and support to help client organisations comply with data protection and access to information legislation
- Risk management – the provision of advice and support to help client organisations manage their risks

Veritau also contracts with a number of suppliers. These suppliers provide a range of goods and services which support our operational activities (including stationery, training, IT software, insurance and professional services). To ensure these contracts operate effectively we may process personal data relating to our suppliers and the people who work for these suppliers. Veritau is therefore a 'data controller' as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and the manner in which, the personal data is processed. We have a responsibility to our suppliers and their personal data, and will only collect and use this personal data in ways which are compliant with data protection legislation.

The Company has appointed Robert Beane as its **Data Protection Officer (DPO)**. The role of the DPO is to ensure that we are compliant with GDPR, the Data Protection Act 2018 and associated legislation. The Data Protection Officer's contact details are:

Information Governance Office
Veritau
County Hall
Racecourse Lane
Northallerton
DL7 8AL
Email - information.governance@veritau.co.uk
Telephone - 01609 53 2526

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What information does Veritau process and why?

We process information about our suppliers and the people who work for these suppliers in order to ensure the effective supply of goods and services. The information we process may include, but is not limited to:

- Personal identifiers (names, post titles etc)
- Other contact information (work email addresses and telephone numbers)

The information is collected directly from our suppliers or from other public sources (for example organisational websites and published documents).

What is the lawful basis Veritau uses for processing data relating to our suppliers?

Veritau processes information relating to our suppliers in order to ensure they fulfil their contractual obligations. This is in line with Article 6 (1)(b) of GDPR.

Who has access to information relating to our suppliers?

Information will typically be made available to those employees within Veritau who require it to manage the contracts with our suppliers.

Who else do we share personal data with?

Veritau does not share personal information about our suppliers with other parties unless the information is already in the public domain.

How long is information relating to clients kept for?

Veritau will only keep personal data relating to our suppliers for as long as it is required to ensure they fulfil their contractual obligations or if we have an organisational need to do so. Veritau maintains a document retention and disposal schedule which sets out the period of time information is kept for.

Do we transfer your personal data outside of the European Union?

Generally the personal data that Veritau processes is all held within the United Kingdom. However, some information may be held on computer servers which are located within other European Union countries. We will take all reasonable steps to ensure that personal data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send personal data out of the European Union we will ensure it has extra protection from loss or unauthorised access.

How do we protect personal data?

Veritau is committed to keeping the personal data that it holds safe from loss, corruption or theft. It has a number of measures in place to do this including:

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- Training for all employees on how to handle personal data
- Policies and procedures detailing what employees can and cannot do with personal data
- Appropriate IT security safeguards such as firewalls, encryption, and anti-virus software
- Physical security measures to protect documents and electronic equipment.

What rights do you have over your data?

Under data protection legislation, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process the personal data. This notice fulfils this obligation
- to request access to the personal data that we hold, and be provided with a copy of it
- to request that personal data is amended if inaccurate or incomplete
- to request that personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of personal data is restricted
- to object to personal data being processed

If you are a supplier and have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO at the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection regulator) about the way in which Veritau has handled your personal data. You can do so by contacting:

**First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF**

Email - casework@ico.gsi.gov.uk

Telephone - 03031 23 1113

www.ico.org.uk

Changes to this privacy statement

We recognise that transparency and data protection are ongoing responsibilities so we will keep this privacy statement under regular review.

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This privacy statement was last updated on 21 August 2018.