

PRIVACY NOTICE

APUC Members & Members Staff & Other Stakeholders Across the Scottish HE/FE Procurement Network

March 2024

This privacy notice provides you with information about how we handle your personal information when you become an APUC member, members staff or other stakeholder within the HE/FE procurement network. We may update this Privacy Notice from time to time and will publish an up-to-date copy on the APUC website.

Who Are We?

APUC (Advanced Procurement for Universities and Colleges) Limited is the procurement centre of expertise for Scotland's Universities and Colleges. We are wholly owned by our member HE and FE institutions and therefore acts as a subsidiary for them. Our contact details are: APUC Ltd, Unit 27, Stirling Business Centre, Wellgreen, Stirling, FK8 2DZ, Tel: +44 (0) 131 442 8930.

If you have any questions or concerns about how we collect, store or use your information, please contact our Data Protection Officer - dataprotection@apuc-scot.ac.uk

What Types of Personal Information Do We Collect?

- Name, address, telephone and e-mail addresses
- Work address/location
- Computer or facilities access and authentication information

Full details of the personal information we may collect, in addition to the purposes and lawful basis for processing are shown in the table in Appendix 1.

Where Does Your Personal Information Come From?

We may collect your Personal Information in a number of ways, for example:

- When you contact us via telephone or email
- When you register your interest for training or events
- When you agree to take part in collaborative working groups eg UIG, PSG
- When you register any APUC systems i.e. Hunter, PECOS, Sustain; AWARD, EDAM, Collaborative Contract Uptake Website
- When we receive your Personal Data from third parties, for example, employers, sectoral professional groups, institutions, suppliers
- When we conduct legitimate business operations

Who we may share your Personal Information with?

We may share your personal information with the following parties:

- With employees, agents and/or professional advisors

- APUC member institutions, other UK Purchasing Consortia, Centres of Expertise, Government and Sector Professional Groups
- With other third-party contractors who provide services to us
- Current and potential framework suppliers, in order to conduct business
- To prevent fraud and other criminal offences or because of a Court Order for example HRMC, the police.

What is the Lawful Basis for Processing your Personal Information?

We process your personal information under the following lawful basis:

- **Contract** – the processing is necessary for a contract with you or to take steps before entering a contract.

How Long Will We Keep Your Personal Data?

We keep your personal information only for as long as is reasonably necessary for the purposes for which we process your personal information, including to satisfy any legal, accounting or reporting requirements and as detailed below:

- We will retain all of your personal information for the time that you remain a member of APUC or until we are notified that a staff member has left the organisation.

What Are Your Rights Regarding Your Personal Data?

You have the following rights under data protection legislation in relation to the personal information that we hold about you:

- The right to request a copy of your personal data which APUC holds about you
- The right to request that APUC corrects any personal data if it is found to be inaccurate
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to lodge a complaint with the Information Commissioners Office.

In some circumstances you may have the following rights:

- The right to request your personal data is erased where it is no longer necessary for APUC to retain such data
- The right to withdraw your consent (where consent is the lawful basis)
- The right to request that APUC provide you with your personal data and where possible, to transmit that data directly to another data controller
- The right to object to the processing of personal data.

We aim to resolve all complaints internally via our Data Protection Officer, but you do have the right to complain to the Information Commissioner at any time. Their contact details can be found here: [Make a complaint | ICO](#)

Appendix 1 Table showing Personal Information, Purpose and Lawful Basis for Processing

Reason for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
<ul style="list-style-type: none">• To communicate with you and to facilitate communication between you and other people• For organisational planning and development• To conduct business operations including tendering exercises, supplier and contract management, communicating training and events• To provide membership benefits such as training events• To provide systems access, administration, support, development, management and maintenance	<ul style="list-style-type: none">• To enter or carry out a contract with you	<ul style="list-style-type: none">• Name, address, telephone and e-mail addresses;• Work address/location• Computer or facilities access and authentication information• Identification codes, passwords, answers to security questions