

## **PRIVACY NOTICE**

### **APUC/UCSS Board Members**

### **March 2024**

This privacy notice provides you with information about how we handle your personal information. 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](mailto:dataprotection@apuc-scot.ac.uk)

#### **What Types of Personal Information Do We Collect?**

- Contact details
- Date of Birth
- Gender
- Job Title/Occupation
- Working Location
- Nationality
- List of Directorships
- Board appointment start and finish dates
- Photograph of you

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 take up the position of a member of the APUC Board
- When carrying out your role of Board member
- When we conduct legitimate business operations.

#### **Who we may share your Personal Information with?**

We may share your personal information with the following parties:

- Companies House
- APUC member institutions, other UK Purchasing Consortia, Centres of Expertise, Scottish Government
- With other third party contractors who provide services to us, for example IT providers
- The public generally, for business promotion, we may share details of your name, work location, job role and photograph

### **What is the Lawful Basis for Processing your Personal Data**

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.
- **Legal Obligations** – the processing is necessary to comply with the law.
- **Legitimate Interests** – the processing is necessary for our legitimate interests or that of a third party.

### **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. It is a legal requirement to keep a statutory register of the company directors and company directors' residential addresses.

- We will delete **out-of-date** contact details whenever you provide us with updated details.
- We will retain photographs of you during your engagement and delete these when your engagement terminates.

### **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**

<b>Reason for processing your personal information</b>	<b>Legal basis for processing, and legitimate interest (where applicable)</b>	<b>Your personal information</b>
<ul style="list-style-type: none"><li>• To appoint a new Board member</li><li>• To register with Companies House</li><li>• To conduct business operations</li><li>• To provide information via the APUC website</li></ul>	<ul style="list-style-type: none"><li>• To comply with a legal obligation</li><li>• To enter or carry out a contract with you</li><li>• For our legitimate interests: In promoting APUC via our website</li></ul>	<ul style="list-style-type: none"><li>• Personal contact details (including name, address, email, telephone number)</li><li>• Date of Birth</li><li>• Job Title/Occupation</li><li>• Working Location</li><li>• Nationality</li><li>• List of Directorships</li><li>• Board appointment start and finish dates</li><li>• Photograph of you</li></ul>