

Privacy notice – suppliers

PENDINE IS COMMITTED TO PROTECTING THE PRIVACY AND SECURITY OF YOUR PERSONAL INFORMATION. THIS PRIVACY NOTICE DESCRIBES HOW WE COLLECT AND USE PERSONAL INFORMATION ABOUT YOU, IN ACCORDANCE WITH THE GENERAL DATA PROTECTION REGULATION (GDPR), TO MAKE SURE YOU STAY INFORMED AND CAN BE CONFIDENT ABOUT GIVING US YOUR INFORMATION.

In this notice, whenever you see the words ‘we’, ‘us’, ‘our’ and ‘Pendine’, it refers to Pendine Park Care Organisation Ltd (our ICO registration number is Z2840886), and its subsidiary companies, which includes the training company Pendine Academy of Social Care Ltd (ICO registration number ZB549159), which also trades under the brand name Smartcare Training.

Whenever you see the words ‘you’ and ‘your’, it refers to individuals who are representatives of company suppliers with whom Pendine retain some personal information for business dealings (there may be more than one contact from a supplier company that we retain information on.) Note: for consultants and contractors, please refer to our Privacy Notice for Personnel.

This and all our current Pendine Privacy Notices are available on our website, at www.pendinepark.com/privacy.html

Our Responsibilities and Data Protection Principles

Pendine is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you.

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

The kind of information we hold on you...

Personal data, or personal information, means any information about an individual that can identify that individual. It does not include data where the identity has been removed (anonymous data). There are “special categories” of more sensitive personal data which require a higher level of protection, however, we will not collect, store, and use any “special categories” of more sensitive personal information.

We will collect, store, and use the following categories of personal information about you:

CATEGORY	DATA TYPES
Personal Details	Name and title and your job role within your company
Company / Work Details	Name and type of the company/organisation you work for, VAT registration number
Work Contact Details	Your work contact address, telephone numbers, email address and website address
Company Bank details	Company account name, account number and sort code for payments
Contract information	Agreements and contracts regarding the supply process

How we collect and use your information

We collect the personal information listed above when you become a supplier for Pendine. We will ask you or your company directly for this information. We will only use your information to contact you in relation to the services/goods your company provide for us.

Data sharing

We may have to share your data with third parties, including third-party service providers. We require third parties to respect the security of your data and to treat it in accordance with the law.

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. For example, we may share your personal information with HMRC, government departments, our accounts professionals, regulators etc

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator (i.e., the ICO) of a suspected breach where we are legally required to do so.

Data retention – how long we will use your information for

We retain company information for as long as necessary to fulfil the purposes we collected it for, namely for the time your company is a supplier to Pendine, and during any dormant periods to allow for future working arrangements to be made.

We will only retain your personal information for as long as you remain a representative of that company. If you cease to be a representative for the company, please ensure you update us with this information, and we will securely remove your personal details from our records accordingly.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you.
- **Request erasure** of your personal information.
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction** of processing of your personal information.

If you want to review, verify, correct, or request erasure of your personal information, object to the processing of your personal data, please contact the Accounts Department in writing.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

If you have any questions about this Privacy Notice, please contact the Accounts Department at

Bromfield House, Ellice Way, Wrexham LL13 7YW

or telephone: 01978 720242

or email: accounts@pendinepark.com