

# Privacy Notice – E1 Customer/Supplier

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are TWS Finance Services.

## **What data we need to collect and the legal basis for processing it:**

This is relevant to any customer or supplier where they wish to provide personal data to progress with any trading activity with the school.

To provide this service, we will process your name, address, email address, telephone number, bank account and sort code.

We are collecting this data because we are required to under:

6(1)(b) – The processing is necessary for the performance of a contract with the data subject, or to take steps to enter into a contract

If you don't allow us to use your data this will mean that all trading will have to be on a cash basis, and no credit terms will be available.

## **How long we will keep your data for:**

We will hold this information for up-to seven years. The period of time that we will hold this data for will depend on statutory guidance with reference to financial records and accounts retention period. After this, your information will be deleted or archived.

## **Why we need to collect your data:**

We will use this information to record accounting transactions, E1 generated correspondence, and customer/supplier account status.

## **Who we share your data with and why:**

This data will be shared with TWS Schools Finance Team, so that we can verify and maintain supplier/customer records.

## **Your rights as a data subject:**

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) if you think we have not dealt with your information in a proper manner.



You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Senior Data Protection Officer  
Bristol City Council  
ICT Commissioning and Information Governance  
P O Box 3176  
BRISTOL  
BS3 9FS  
[Data.protection@bristol.gov.uk](mailto:Data.protection@bristol.gov.uk)

Other questions about the data being processed may also be sent to the above address.

### **Fraud Prevention and Detection:**

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit [www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection](http://www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection).