

Privacy Notice

25th May 2018
Version 1.0 Final



PRIVACY NOTICE

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

WHAT PERSONAL DATA WE RECEIVE

Personal data means any information about an individual from which that individual can be identified.

- **Business Contacts**
We collect, use and store personal data in a business context which you have provided by filling in forms at an event, being part of a project, directly online, or by corresponding with us by phone, email or otherwise.
- **Project Work**
We are occasionally provided with some personal data from clients where we are undertaking expenditure or contract analysis.

WHY WE NEED YOUR PERSONAL DATA

- **Business Contacts**
We primarily use this information to undertake project work. We additionally will use this information to keep you informed of topics of interest in Procurement and Contract and Relationship Management and to inform you of significant changes to our company (such as policy or legislative changes).
- **Project Work**
We ask that personal data is removed from any data set that is given to us for the purpose of a project. It is the responsibility of our customers to ensure that they do not provide this data. We will additionally make every attempt to strip/anonymise personal data from spreadsheets and databases that has inadvertently been sent to us prior to processing.

WHO WE SHARE YOUR PERSONAL DATA WITH

- **Business Contacts**
This information is NEVER shared with third parties outside of SPS Consultancy Services Ltd. unless it is for a specific project and individuals are fully aware of the reasons. All general communication is by secure email server and email address are not made visible to other recipients. We will never make any personal data public.
- **Project Work**
Cleansed data files will be made available to our trusted partners for additional processing such as classification or for uploading to a contracts register at the request of a customer. Minimum personal data will be stored (such as contract owner / telephone number) and only in a business context. Our trusted partners will only use your personal data for the specified purpose.

PROTECTION OF PERSONAL DATA

All data files are held centrally in a secure area. Only SPS employees have access to them. Data is only accessed on computers that are password protected and which have up-to-date firewalls, virus and malware software.

HOW LONG WE HOLD PERSONAL DATA

- Business Contacts
We will hold this information until the individual leaves their current employer or asks to be removed from our database.
- Project Work
We will keep archived project files indefinitely unless requested otherwise by a customer.

YOUR RIGHTS REGARDING YOUR PERSONAL DATA

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with SPS. If you choose not to share your personal data with us we will not keep you up-to-date with topics of interest in Procurement, Contract & Relationship Management.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice then please email info@sps-consultancy.co.uk.



www.sps-consultancy.co.uk

info@sps-consultancy.co.uk

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