



## BMBC PRIVACY NOTICE

<b>Document Title</b>	Corporate Payments and Strategic Procurement Department Privacy Notice
<b>Created By</b>	Mel Barker
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**At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when the Council collects your personal and business information. This notice applies to information the Council collect in relation to Corporate Payments and Strategic Procurement.**

### **Stage one: Who are we?**

The Corporate Payments and Strategic Procurement Teams are based within the Finance Business Unit of Barnsley MBC and are responsible for processing payments, procurement and contract management processes.

### **Stage two: What type of information we will collect from you**

In order for the Corporate Payments and Strategic Procurement teams to process payments and undertake procurement processes, depending on circumstances we will require either personal and / or business information from you. The type of information required and held on our secure systems could include either:

- Personal Information such as name, address, telephone, email address, bank account details including account name, sort code and account number, employee number etc;  
and / or
- Business information such as business name, address, telephone, email address, bank account details including account name, sort code and account number, VAT registration number etc

We will not collect any information from you that we do not need in order to deliver our services.

### **Stage three: Why do we need your personal information**

We will use your information to:

- enable us to carry out specific functions for which we are responsible such as processing of invoices for payment, processing other payments, completing procurement and contract management processes
- enable us to build a comprehensive picture and analysis of supplier spend
- enable us to complete checks in relation to duplicate payments and duplicate vendor accounts
- assess performance and to set targets
- enable individuals and businesses to be paid

### **Stage four: How we will collect your personal information**

We will only request and collect your personal and / or business information where this is required to enable us to process payments and undertake procurement and contract management processes.

The information may be collected via other Council departments and passed on to Corporate Payments and Strategic Procurement and Contract Management teams. It can also be provided by suppliers and individuals directly to Corporate Payments and Strategic Procurement and Contract Management teams via email, post or 24/7 Vendor Portal.

### **Stage five: Our Legal Basis for processing your information**

We collect and use your information under:

- GDPR Article 6(1)(c) – Processing is necessary for compliance with a legal obligation
- GDPR Article 6(1)(e) – Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Stage six: Why we may need to share your information**

The Council will share your information with third parties in order to process payments and undertake relevant procurement and contract management processes as outlined earlier in this document. By providing chargeable goods or services to the Council you agree for us to share your information with third parties.

### **Stage seven: Who we may share your information with**

Where there is a need identified, as outlined in section 6 above, your information will be shared with:

- Other Barnsley MBC, Berneslai Homes
- Software providers
- Other entities to enable us to process payments and undertake procurement and contract management processes as outlined earlier in this document

### **Stage eight: How long will your information be kept?**

Your information will be kept according to the dates specified within our retention schedule or until you notify us that you no longer wish for us to keep this information.

For more information on our retention schedule please visit [Barnsley Metropolitan Borough Council privacy notice](#).

### **Stage nine: What will happen if you fail to provide personal information?**

Failure to provide personal and / or business information will impact on our ability to process payments and successfully complete procurement and contract management processes.

### **Stage ten: How to access and control your personal information**

The Council has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk) or by telephone on 01226 773555 and ask to speak with the above team. If you are not satisfied with our response you may contact our Data Protection Officer on [DPO@barnsley.gov.uk](mailto:DPO@barnsley.gov.uk).

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at [www.ico.org.uk](http://www.ico.org.uk)