



Privacy Notice Guidance Under GDPR

Identity and contact details of the Data Controller

Natural Resources Wales (NRW) is the Data Controller and is committed to protecting the rights of individuals in line with General Data Protection Regulation (GDPR).

Contact details of the Data Protection Officer

Natural Resources Wales has a Data Protection Officer who can be contacted through dataprotection@cyfoethnaturiolcymru.gov.uk 0300 065 3000

What information do we collect about you?

We collect information that helps us to decide if you can provide the goods and service that we need, and that can be used to manage any contract that we may award you. The information that we collect is:

Your name
Business Address
Website address
Company number
DUNS number
VAT registration number
Business Telephone number
Mobile number
Email address
Training, Qualifications and accreditations
Work experience
Education and membership of Professional bodies
Name(s) of your sub-contractor(s) (if applicable)
Name(s) of any Consortium members
Name(s) of your employee(s) involved in the delivery of the contract
The Curriculum Vitae of your key staff who are involved in the delivery of the contract
The name(s) of NRW employee(s) that you have a relationship with
The name(s) of your previous customer(s) from the last 5 years

How will your information be used?

We will use the information you give us in a number of ways:

- For the evaluation of any quote or tender that you submit
- To obtain references from your other customers
- To check for any conflicts of interest

- To protect public funds
- To enable us to manage any contract that we may award you
- To help us to analysis who our suppliers are
- For market research
- To invite you to supplier engagement events
- To invite you to tender in a Restricted Procedure
- To advise you of tender/contract opportunities that you may be interested in
- For reporting of contracts to Welsh Government and/or the EU Commission
- For audit purposes

What is our legal basis for processing your personal data?

We are collecting your information because it is necessary for us to do so in order to have a contract with you.

“Processing is necessary for the performance of a **contract** with the data subject.”

Who receives your information?

As part of the procurement process, we will share your information with:

- Members of the Procurement Team
- The Contract Manager
- The Tender Evaluation Panel
- Our Finance Department
- Key internal stakeholders including our Legal Department, Executive Team and the Board
- Credit reference agencies
- Contract Users
- Other tenderers
- Other public-sector organisations
- HMRC
- Companies House
- Welsh Government, and/or EU Commission
- Sell2Wales website, by publishing a Contract Award Notice
- The Official Journal of the European Union
- Auditors

NRW has to abide by the Public Contracts Regulations 2015, the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

This means that we have to share certain information if we are asked to do so under these Regulations. We will only share information that we have to and that we believe is not commercially sensitive. If we are asked to provide information that might harm your commercial interests we will ask you first.

Any transfers to third countries and the safeguards in place

As a public sector organisation we have to publish the fact that we have awarded a contract to you on the Sell2Wales website, and sometimes in the Official Journal of the European Union. As this information is publicly available it could be widely circulated.

We would only publish your trading name and what the contract was about.

How long will your information be held?

Your information will be held in line with NRW's Retention of Records policy. This retention period is needed for auditing purposes and in the event of appeals and litigation.

The standard period of retention for tenders/contracts is:

For the successful tenderers - 7 years from the contract end date

For unsuccessful tenderers - 2 years from the award of contract

For EU funded tenderers – minimum of 14 years from completion of project (and destruction authorised by WEFO)

What are the individual rights?

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase*, to restrict and to port your personal information. Please visit our [Data Protection webpages](#) for further information in relation to your rights

*Note that within the retention period stated above, your information cannot be erased.

Any requests or objections should be made in writing to NRW's Data Protection Officer: -

Email – dataprotection@cyfoethnaturiolcymru.gov.uk

Data Protection Officer
Natural Resources Wales
Maes y Ffynnon
Penrhos Road
Bangor
Gwynedd
LL57 2DW

Security of your information

During the procurement process we will keep your data confidential within our e-tender system, with access to the system limited to authorised staff only. Tenders conducted by post are rare, but in these cases your data would be kept in a secure location within one of NRW's offices, with access to the data restricted to those staff who have a right to access it.

If we award you a contract, your name and contact details will be shared as part of contract management procedures and through the publication of a Contract Award Notice on the Sell2Wales website, or in the Official Journal of the European Union.

How to make a complaint

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact NRW's Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

www.ico.org.uk