

eMarketplace Privacy Notice

About us

This Privacy Notice explains the nature of the personal information that the University of Reading processes for the purposes of eMarketplace services. eMarketplace manages the provision (or potential provision) of goods and services to the University of Reading (or members of its group).

The University (**We** or **Us**) are data controller in respect of the information that We process about you. Our contact details are:

The University of Reading, Whiteknights, PO Box 217, Reading, Berkshire, RG6 6EB, United Kingdom.
Tel: +44 (0) 118 987 5123.

This notice explains what personal information We collect, hold and share in support of these purposes and your rights in respect of the data We hold about you.

Your privacy is important to Us, so if there is anything in this privacy notice that is unclear or you do not understand, please contact Our Data Protection Officer at: imps@reading.ac.uk

Data We collect about you

To manage its operations effectively, provide services to you, and meet certain legal requirements, We need to collect, record, store, use, share, retain and destroy (this is known as 'processing') your personal data. As part of managing your relationship with Us, we will collect and process a number of different types of personal data:

- Full name
- Email address
- Phone number
- Address
- Bank details

We collect personal data directly from you in order to:

- Provide you with access to our services via the eMarketplace.
- We may use your contact details to let you know about service changes which affect your use of the eMarketplace.
- To perform internal statistical reporting and auditing purposes.

Our lawful basis for uses of your data

Under data protection laws We must have a legitimate and lawful basis for processing your personal data. There are several lawful grounds within data protection law that apply to the different data that We are processing, and these are explained here:

Data collected as part of your registration, or to facilitate your usage of the eMarketplace will be necessary for the purposes of entering into, or the performance of, a contract or agreement to deliver procurement services.

Who We share your data with

We will be required to share limited personal information as part of our statutory obligations with the Southern Universities Purchasing Consortium (SUPC).

The University of Reading is a member of the SUPC which is a leading provider to the higher education sector of high-quality, innovative procurement services, and any supplier spend data that we provide to SUPC is used strictly for analysis for the University of Reading's use only, and this data is not shared with any other suppliers or organisations.

We are required to share supplier name and overall spend data to the SUPC. In many cases this will not be personal data, but organisation or company name, however, in the case where an organisation or company name is a personal name (for example, in the case of sole traders), this information will be shared.

We do not supply further personal data to third parties outside the University of Reading without your explicit consent unless required to do so by law.

Retention of your data

Membership data and supporting documentation you provide to Us for managing your membership is retained for the period of your membership with Us and in line with our record retention schedule. We will store your contact details beyond this point if you have opted-in to receive further communications about the services We offer and until the point that you unsubscribe from those communications.

In some circumstances We may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes, in which case We may use this information indefinitely without further notice to you.

How We protect your data

Your personal information is stored securely within the University and our staff are trained about the secure handling of personal information. We may also use third party providers to deliver our services, such as externally hosted database, software or cloud providers. Where we do this, We have measures and terms in place with those providers to ensure that they also protect your data.

Keeping your information up to date

The accuracy of your information is important to us. You can update your information, including your address and contact details, at any time by contacting procurement@reading.ac.uk

Your rights

Under data protection law you have the right to:

- Withdraw your consent where that is the legal basis of our processing
- Access your personal data that We process
- Rectify inaccuracies in personal data that We hold about you
- Be erased, that is your details to be removed from systems that We use to process your personal data
- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used electronic form; and
- Object to certain processing of your personal data by us

Please see the [ICO website](#) for further information on these rights.

If you would like to exercise your rights, or have any concerns regarding how We have handled your personal information, please contact our Data Protection Office at imps@reading.ac.uk.

Some rights are dependent on the lawful basis for processing your information. If We have legitimate grounds to not carry out your wishes, these will be explained to you in response to your request.

You also have the right to [complain](#) to the Information Commissioner's Office.

Questions about this Notice

If there is anything in this notice that you are unclear about, please contact our Data Protection Officer, who shall be happy to answer any queries you may have concerning this privacy notice or the way in which We process your personal data.

By mail:

University of Reading

Information Management & Policy Services

Whiteknights House

Shinfield Road

Whiteknights

Reading

RG6 6UR

UK

By email: imps@reading.ac.uk

By phone: 0118 378 8981

[Complaints](#) can be referred to the Information Commissioner's Office, the independent body who oversee Data Protection compliance in the UK.

Changes to this Notice

We keep our privacy notice under regular review to ensure best practice and compliance with the law. This privacy notice was last updated on 04/05/2022.

We may change this privacy notice from time to time. If We make significant changes in the way We treat your personal information We will make this clear on our website and may seek to notify you directly.

How to contact us

If you have any questions about this notice, our University Data Protection Officer can be contacted at:

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