

## PRIVACY NOTICE

### HE/FE Procurement Development Fund (HPDF) Applicants

### March 2024

This privacy notice provides you with information about how we handle your personal information when you apply for funding via HE/FE Procurement Development Fund (HPDF). We may update this Privacy Notice from time to time and will publish an up-to-date copy on the HPDF website.

#### **Who Are We?**

HPDF has been set up to grant awards to individuals and/or collective groups who are or may be involved in procurement within the university or college sectors to support and significantly enhance their procurement skills and/or procurement leadership skills.

The Fund was established to utilise the funds which were generated initially from the COUP 2011 event run by APUC at the University of St Andrews (but to which future funds may be added in later years).

Our contact details are: APUC Ltd, Unit 27, Stirling Business Centre, Wellgreen, Stirling, FK8 2DZ, Tel: +44 (0) 131 442 8930.

If you have any questions or concerns about how we collect, store or use your information, please contact our Data Protection Officer - [dataprotection@apuc-scot.ac.uk](mailto:dataprotection@apuc-scot.ac.uk)

#### **What Types of Personal Information Do We Collect?**

- Personal contact details (including name, address, email, telephone number)
- Date of Birth
- Your application form
- Professional memberships and qualifications
- Work address and business contact details
- Job title and description of role
- Details of training/development including content, cost, timescales
- Details of personal funding contributions to the cost of training/development

#### **Where does your Personal Information Come From?**

**We may collect your Personal Information in a number of ways, for example:**

- When you contact us via telephone or email
- When you complete the funding application form
- When you update the trustees on progress and achievements of your training/development.

#### **Who we may share your Personal Information with?**

We may share your personal information with the following parties:

- Applicants sponsor at the relevant institution
- HPDF Trustees

- To prevent fraud and other criminal offences or because of a Court Order for example HRMC, the police.

### **What is the Lawful Basis for Processing your Personal Information?**

We process your personal information under the following lawful basis:

- **Contract** – the processing is necessary for a contract with you or to take steps before entering a contract

### **How long will we keep your Personal Data?**

We keep your personal information only for as long as is reasonably necessary for the purposes for which we process your personal information, including to satisfy any legal, accounting or reporting requirements and as detailed below:

- If your application for funding is unsuccessful, we will retain for personal information for 6 months from the date the funding decision is made. We will then securely destroy your personal information after the end of this period
- If your application for funding is successful, personal information gathered during the funding process will be retained for the duration of your training/development.

### **What Are Your Rights Regarding Your Personal Data?**

You have the following rights under data protection legislation in relation to the personal information that we hold about you:

- The right to request a copy of your personal data which APUC holds about you
- The right to request that APUC corrects any personal data if it is found to be inaccurate
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to lodge a complaint with the Information Commissioners Office.

In some circumstances you may have the following rights:

- The right to request your personal data is erased where it is no longer necessary for APUC to retain such data
- The right to withdraw your consent (where consent is the lawful basis)
- The right to request that APUC provide you with your personal data and where possible, to transmit that data directly to another data controller
- The right to object to the processing of personal data.

We aim to resolve all complaints internally via our Data Protection Officer, but you do have the right to complain to the Information Commissioner at any time. Their contact details can be found here:

[Make a complaint | ICO](#)

**Appendix 1 Table showing Personal Information, Purpose and Lawful Basis for Processing**

Purpose for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
<ul style="list-style-type: none"> <li>To contact you</li> </ul>	<ul style="list-style-type: none"> <li>To enter or carry out a contract with you</li> </ul>	<ul style="list-style-type: none"> <li>Personal contact details (including name, address, email, telephone number)</li> </ul>
<ul style="list-style-type: none"> <li>To make a decision about your application for funding</li> </ul>		<ul style="list-style-type: none"> <li>Personal contact details (including name, address, email, telephone number)</li> <li>Date of Birth</li> <li>Your application form</li> <li>Professional memberships and qualifications</li> <li>Work address and business contact details</li> <li>Job title and description of role</li> <li>Details of training/development including content, cost, timescales</li> <li>Details of personal funding contributions to the cost of training/development</li> </ul>
<ul style="list-style-type: none"> <li>To pay funds to successful applicants</li> </ul>		<ul style="list-style-type: none"> <li>Bank account details</li> </ul>