### Suppliers

1. **What personal information we collect**

The type of personal information we collect from you will depend on the context in which we interact with you. In general, this will include:

* Name and job title
* Contact information including the company/organisation/institution you work for, telephone numbers and email addresses, where provided
* Payment information
* Information that you provide to us as part of us scoping or providing services to you or working with you as partners on a project (or as part of you providing services to us if you are a supplier), which depends on the nature of the work
* Relevant information as required by any applicable Know Your Client and/or Anti-Money Laundering regulations (which may include request for identity information such as passports and information collected from publicly available sources e.g. Companies House)
1. **Why we collect your information and what we use it for**

We use your personal information in the context of you or the organisation you work for providing a service to us. Personal information will be used to:

* Review your applicability to provide your services to us
* Conduct business operations with you
* Request feedback from you
* Conduct Equality, Diversity and Inclusion monitoring activities
* Resolve queries or complaints
* Provide you access to digital or physical infrastructure as appropriate
* Prevent or detect fraud or money laundering including fraudulent payments and fraudulent use of our services
* Establish, defend, or enforce legal claims or regulatory investigations
* Process your invoice or grant claim and its payment
* Contact you to agree on a contract or a purchase order with you
* Process the payment of invoices, expense claims or grant claims
1. **Collecting your personal information**

We have gathered your information in one or more of the following ways:

* When you have approached us to become supplier
* An industry or business event we are both attending
* When you or the organisation you work for has submitted a proposal to become a supplier and/or entered into a contract of work with us
* Where it is given to us by one of our business partners or related associates or employees
* Publicly facing websites including social media during our review of applicability to provide a service to us
* When you communicate with us or submit information via our website
* Referral from an organisation you already act as a supplier
1. **Our lawful basis for using your data**

Processing your (“Data Subject”) personal information is necessary for the performance of a contract to which you are party, or in order to take steps at the request of the Data Subject prior to entering into a contract.

1. **How long we keep your data**

We will only keep personal information for as long as it is needed to fulfil the purpose for which it was collected.

1. **Last update to this Privacy Notice**

This Privacy Notice was last updated in July 2022.