

Supplier Data Privacy Statement

Last Revised: 18 May 2018

Introduction

King's College London Students' Union ("we", "our" or "us") promises to respect any personal data you share with us, or that we get from other organisations and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

Facilitating our legal requirements, organisation policy and services to our customers (consumers) through using your personal data allows us to make better decisions, communicate more efficiently and, ultimately, ensure you receive the services required.

Where we collect information about you from

When you send us an invoice or claim an expense it may contain data about you including your name, contact details, bank details etc.

What personal data we collect and how we use it

The type and quantity of information we collect and how we use it depends on why you are providing it. In registering to claim expenses or become a supplier we will ask you to provide us with the following personal information:

- Name
- Address
- Email
- Telephone number
- Bank details

We will mainly use your data to administer our contracted duties with you.

Should we need to contact you for any reason regarding your order, we will use the email address registered to your account, or the telephone number where provided.

How we keep your data safe and who has access

Personal data collected and processed by us may be shared with Students' Union employees and volunteers and under strictly controlled conditions the following groups where necessary:

- Contractors
- Advisors
- Agents

- Service provider partners

When we allow access to your information, we will always have complete control of what they see, what they are allowed to do with it and how long they can see it. We do not sell your personal information for other organisations to use.

We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff and contractors.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors.

Data Retention

We try and delete data as soon as we can and will keep your data for a maximum of eight years.

Your rights to your data

The new General Data Protection Regulation (GDPR) and relevant UK data protection legislation sets out rights you may have to your data. They are

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

You can read more about these rights on [the ICO website here](#). The table at the bottom sets out which of these rights may be available depending on our lawful basis for processing your data.

Exercising your rights

To ask us to stop contacting you

We make it easy for you to tell us how you want us to communicate, in a way that suits you. Our forms have clear preferences and we include information on how to opt out when we send you emails. If you don't want to hear from us, that's fine. Just let us know when you provide your data or contact us on finance@kclsu.org.

To ask us for a copy of your data

If you want to access your information, please email finance@kclsu.org with a description of the information you want to see. To protect you from identity theft we will ask you to verify your identity. Instructions on how you can do this will be provided in the auto-response you receive. We will provide you the data you request within 30 days of you verifying your identity.

If you have any questions please send these to data@kclsu.org.

To ask us to delete your data

We may be able to delete your data if we do not need it for the purpose you supplied it for (e.g. if you supplied us your name to buy a ticket to an event but did not end up making a purchase). To ask us to delete your data please email finance@kclsu.org with a description of the information you want to be deleted.

To protect you from identity theft we will ask you to verify your identity. Instructions on how you can do this will be provided in the auto-response you receive. We will delete the data you request within 30 days of you verifying your identity.

To ask us to correct your data

Where any of your information is incorrect, you have a right to tell us to correct it promptly. Please tell us as quickly as possible if you change your email address or other contact details. If your information is incomplete, you can ask us to correct this too. You can do this by emailing finance@kclsu.org

To ask us for a copy of your data

You might also be entitled to ask us to restrict our use of your information — for example if you think the information we hold on you is incorrect.

Complaints about our handling of your data

We aim to work with you on any request, complaint or question you have about your personal information. You can get in touch via data@kclsu.org if you have any questions about how we handle your data, you can make a complaint at complaints@kclsu.org.

However, if you believe we have not adequately resolved a matter, you have the right to complain to the Information Commissioner's Officer (the 'ICO'). You have a right, at any time, to complain to the ICO. As an independent UK authority, it upholds information rights in the public interest, promotes openness by public bodies and data privacy for individuals. You can visit their website at <https://ico.org.uk> or ask for details from data@kclsu.org.

Changes to this statement

We may change this Privacy Statement from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our Website or by contacting you directly.