

## Privacy notice for procurement

### Who is collecting and using your personal data?

Hull City Council will act as a 'data controller' for any personal data that you provide to us. As such, we will ensure that the data you give us is processed in line with our organisation's data protection policies and in line with your rights under the UK General Data Protection Regulations.

Should you wish to find out more about Hull City Council's data protection policies please contact our [Information Governance Team](#)

### Why are we collecting your personal data?

We need to collect personal data to help us communicate with you as part of the procurement process. We may also need to collect personal data to enable us to perform background checks (such as credit checks) on the bidding organisation, which are necessary as part of the procurement process.

The personal data you provide to us as part of the procurement process is necessary to ensure that the Council can undertake the required due diligence processes for bidding organisations.

### Who will we share your personal data with?

We will not share your personal data with any third-party agencies without a legitimate and lawful basis allowing us to do so. Your personal data may be shared internally within the Council as part of the procurement process and to facilitate communications with you and your business.

### How long will we hold your personal data?

We will retain your personal data for six years as stipulated by the Limitations Act 1980.

### Exercising your rights

Under the UK General Data Protection Regulations you have the following rights -

- The right of access to your own personal data.
- The right to request rectification or deletion of your personal data.
- The right to object to the processing of your personal data.
- The right to request a copy of the information you provide us in machine-readable format.
- The right to withdraw your consent to any processing that is solely reliant upon your consent.

Should you wish to exercise any of your rights, you should contact the [Information Governance Team](#). Please be aware that exercising your rights in a manner which impairs the procurement

process or subsequent contract, may result in your exclusion from the procurement process, or the cancellation of the contract.

From 24/2/2025 the Council is required to input details of new tenders into the Government's Find a Tender Service (FTS). The purpose of FTS is to publish procurement notices and related information as required by the Procurement Act 2023 and Procurement Regulations 2024 and other relevant procurement regimes for example, Public Contracts Regulations 2015. The Council and the Cabinet Office are the data controller for personal data processed for this purpose and the Cabinet Office's FTS privacy notice can be found here - [Find a Tender service \(FTS\)](#)

## Your right to complain

If you wish to complain about the way that your personal data has been handled by Hull City Council, you should write to the [Information Governance Team](#) and clearly outline your case. Your complaint will then be investigated in accordance with the Council's customer feedback procedure. If you remain dissatisfied with the way your personal data has been handled, you may refer the matter to the Information Commissioner's Office whose contact details are below:

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

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)