

Privacy Notices for:

1. Commercial Services

- **Commercial Services**
- **Social Value panel**

2. Markets

- **Billingsgate Market**
- **New Spitalfields market**
- **Smithfield's Market**

Chief Operating Officer: Commercial Service

<p>1. What personal data is collected about you</p>	<ul style="list-style-type: none">• Supplier name, address, bank details, email, phone number.• Bidder information collected during tendering and contract award process including: contact details, employment records, TUPE information, CVs, education records, photographs, salary information. TUPE information can include employee number, current salary, length of service, hours of work, overtime arrangements, annual leave entitlement; sick leave entitlement; maternity/paternity arrangements; factors affecting redundancy payments, outstanding industrial injury or other claims; loans, pension arrangements; nature of job; disciplinary action taken against employee; grievance procedures taken by employee against the organisation; previous and future court or tribunal cases by employees against the organisation; and collective agreements.• Declarations of interest from consultants involved in procurement activities.• Departments at the City Corporation may collect information relating to DBS checks as part of the contract management process.
<p>2. What special category data is collected about you</p>	<p>TUPE information may include age and gender.</p> <p>Supplier Diversity Monitoring Form includes ethnic origin, gender, disability and sexual orientation.</p>
<p>3. Reasons why we use your personal data</p>	<p>Service delivery: to carry out the procurement process; supplier setups; payment of invoices; contract award; contract management; and publication of spend required by the Transparency Code 2015.</p> <p>Supplier Diversity Monitoring Form will not be used to score bids and will be used for monitoring purposes only.</p>

<p>4. Why we are allowed to use your personal data</p>	<p>To carry out a public task.</p> <p>To comply with a legal obligations (Bribery Act 2010 & Regulation 24 PCR 2015) (for Declarations of Interest).</p>
<p>5. Who we can share your personal data with</p>	<p>Bank details are not shared with third parties unless for payment purposes in which case it will be shared with the bank. Supplier names may be shared to applicants under Freedom of Information requests. Expenditure over £500 is published on the CoL website as required under the Transparency Code 2015. TUPE information can be shared with bidders.</p>
<p>6. How long we keep your personal data for</p>	<p>Bidder information is kept for 3 years from the date of contract award.</p> <p>TUPE information is kept for 6 years after the contract expiry date.</p> <p>The Oracle system currently keeps records of supplier setups indefinitely except for contact details for inactive suppliers which are held for 5 years. Invoices are kept for 7 years.</p> <p>Contracts valued below £250,000 for goods and services and below £400,000 for works are kept for 6 years after the contract expiry date.</p> <p>Contracts valued above £250,000 for goods and services and above £400,000 for works are kept for 12 years after the contract expiry date.</p> <p>Records of expenditure above £500 required under the Transparency Code is kept for 7 years. Contract management information is kept for 2 years after the contract expiry date.</p>

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	<p>Information relating to DBS checks is kept for 6 years. Records of declarations of interest are kept for 6 years.</p>
<p>7. Situations when your personal data might be sent to other countries</p>	<p>Not applicable.</p>

Chief Operating Officer: Commercial Service - Social Value Panel

<p>1. What personal data is collected about you</p>	<ul style="list-style-type: none"> • Name address • Email address • Phone number • Signature • Photographs
<p>2. What special category data is collected about you</p>	<p>None.</p>
<p>3. Reasons why we use your personal data</p>	<p>Co-ordination and administration of the Social Value Panel meetings. Also, to raise the profile of the Social Value Panel via procurement innovation award applications.</p>
<p>4. Why we are allowed to use your personal data</p>	<p>Necessary to comply with a legal obligation in accordance with the Public Services (Social Value) Act 2012.</p>
<p>5. Who we can share your personal data with</p>	<p>Internal stakeholders and the Chartered Institute of Purchasing and Supply (for award application purposes to raise the profile of the work of the Social Value Panel).</p>
<p>6. How long we keep your personal data for</p>	<p>Contact details of Social Value Panel members are held whilst members are active. Minutes of meetings are held for two years.</p>
<p>7. Situations when your personal data might be sent to other countries</p>	<p>Not applicable.</p>

Chief Operating Officer: Markets – Billingsgate Market

1. What personal data is collected about you	We may collect the following data about you, where relevant to the purpose of the processing: <ul style="list-style-type: none">• Name• Personal contact details• Job title• Employment details• Investigation reports• Visual images and recordings• Vehicle registration number• Any other personal data that you provide voluntarily
2. What special category data is collected about you	<ul style="list-style-type: none">• Health information
3. Reasons why we use your personal data	To operate and manage Billingsgate Fish Market, including the following purposes: <ul style="list-style-type: none">• To receive notification of incidents and accidents that occur at the market site, record the details, report, and investigate as appropriate.• To administer the Forklift Truck Operator permit scheme, ensuring licences are valid and up to date.• To receive and respond to complaints and general enquiries related to the market and its operations, including maintaining a waiting list for prospective tenants.• To process payments and applications for car park season tickets, including maintaining a waiting list for prospective season ticket holders.• To manage the market's finances including invoicing and collecting rent and service charge payments from tenants; processing general bills and invoices in relation to market activities.• To issue, and administer payment of, fixed penalty notices (FPNs) for parking contraventions, rubbish dumping, early trading, aisle encroachment and other breaches of the Tenant's Code of Practice.

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	<ul style="list-style-type: none">• To maintain an up-to-date directory of market tenants to manage the business, including dealing with emergency situations and sharing pertinent information about the market and its operations.• The use of CCTV to collect visual images and recordings for: the prevention and detection of crime; prosecution of offenders; safety of individuals; security of the premises and property.
4. Why we are allowed to use your personal data	<ul style="list-style-type: none">• It is necessary for the performance of a contract.• It is necessary for compliance with legal obligation.• It is necessary for the performance of a task carried out in the public interest.• It is necessary for the purposes of the legitimate interests of the controller.• The processing of any special category data is necessary for reasons of substantial public interest.
5. Who we can share your personal data with	Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with: <ul style="list-style-type: none">• Other CoL departments• Law enforcement agencies• Third party insurance and legal representatives acting on behalf of data subjects
6. How long we keep your personal data for	We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.
7. Situations when your personal data might be sent to other countries	Only in relation to the investigation of incidents and accidents at the Market site and then only if you are based overseas.

Chief Operating Officer: Markets - New Spitalfields Market

1. What personal data is collected about you	We may collect the following data about you, where relevant to the purpose of the processing: <ul style="list-style-type: none">• Name• Personal contact details• Job title• Employment details• Qualifications details• Investigation reports• Visual images and/or recordings• Driving licence details• Personal vehicle details (captured by ANPR system)• Any other personal data that you provide voluntarily
2. What special category data is collected about you	<ul style="list-style-type: none">• Health information
3. Reasons why we use your personal data	To operate and manage New Spitalfields Market, including the following purposes: <ul style="list-style-type: none">• To maintain an up-to-date directory of market tenants to manage the business, including dealing with emergency situations and sharing pertinent information about the market and its operations.• To administer the Forklift Truck Operator permit scheme, ensuring licences are valid and up to date.• To receive notification of incidents and accidents that occur at the market site, record the details, report and investigate as appropriate.• To issue, and administer payment of, fixed penalty notices (FPNs) for breaches of the Tenant's Working Manual and site rules, and fines for damage to property.• To receive and respond to complaints and general enquiries related to the market and its operations.• To manage the market's finances including invoicing and collecting rent and service charge payments from tenants; processing general bills and invoices in relation to market activities.

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	<ul style="list-style-type: none">• To maintain the security of the site by controlling entry through a barrier entry system and a turnstile gate, to maintain a record of workers who access the turnstile, and customers as well as workers who access the barrier.• The use of CCTV and hand-held cameras to collect visual images and/or recordings for: the prevention and detection of crime; prosecution of offenders; safety of individuals; security of the premises and property.
4. Why we are allowed to use your personal data	<ul style="list-style-type: none">• It is necessary for the performance of a contract.• It is necessary for compliance with legal obligation.• It is necessary for the purposes of the legitimate interests of the controller.• It is necessary for the performance of a task carried out in the public interest.• The processing of any special category data is necessary for reasons of substantial public interest.
5. Who we can share your personal data with	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none">• Other CoL Departments• Law enforcement agencies• DVLA• Third party insurance and legal representatives acting on behalf of data subjects• The contractor appointed to provide FLT training, testing and certification services on behalf of the CoL.• The contractor appointed to provide a car parking management service on behalf of the CoL.
6. How long we keep your personal data for	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.</p>
7. Situations when your personal data might be sent to other countries	<p>Only in relation to the investigation of incidents and accidents at the Market site and then only if you are based overseas.</p>

Chief Operating Officer: Markets - Smithfield Market

1. What personal data is collected about you	We may collect the following data about you, where relevant to the purpose of the processing: <ul style="list-style-type: none">• Name• Personal contact details• Job title• Employment details• Qualification details• Visual images and/or recordings• Investigation reports• Any other personal data that you provide voluntarily
2. What special category data is collected about you	<ul style="list-style-type: none">• Health information
3. Reasons why we use your personal data	To operate and manage Smithfield Meat Market, including the following purposes: <ul style="list-style-type: none">• To maintain an up-to-date directory of market tenants and other relevant contacts in order to manage the business, including dealing with emergency situations and sharing pertinent information about the market and its operations.• To administer the Forklift Truck Operator permit scheme, ensuring licences are valid and up to date.• To receive notification of incidents and accidents that occur at the market site, record the details, report and investigate as appropriate.• To issue fixed penalty notices (FPNs) for contraventions of legislation in relation to smoking and litter.• To receive and respond to complaints and general enquiries related to the market and its operations.• To manage the market's finances including invoicing and collecting rent and service charge payments from tenants; processing general bills and invoices in relation to market activities.• To carry out marketing activities to encourage use of the public car park.

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	<ul style="list-style-type: none">• The use of hand-held cameras and CCTV to collect visual images and recordings for: the prevention and detection of crime; prosecution of offenders; safety of individuals; security of the premises and property.
4. Why we are allowed to use your personal data	<ul style="list-style-type: none">• It is necessary for the performance of a contract.• It is necessary for compliance with legal obligation.• It is necessary for the purposes of the legitimate interests of the controller.• The processing of any special category data is necessary for reasons of substantial public interest.
5. Who we can share your personal data with	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none">• Other CoL departments• Law enforcement agencies• Third party insurance and legal representatives acting on behalf of data subjects• Smithfield Market Tenants Association
6. How long we keep your personal data for	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.</p>
7. Situations when your personal data might be sent to other countries	<p>Only in relation to the investigation of incidents and accidents at the Market site and then only if you are based overseas.</p>