



Our Commitment to your Privacy as a Supplier to Shipleys College

As a supplier or contractor providing services to the College your trust is important to us at Shipleys College, so we want you to know how we collect, store and handle supplier data. The College operates under a 'privacy by design' approach and we treat your data with respect.



Why we collect your data

We want you to have the best possible experience being a supplier of the College. For example, we collect data in order to be able to send purchase orders to the correct recipient, ensure payments are made to the correct bank account and so that a remittance advice is emailed to the correct email address.



How we collect your data

We do this in a number of ways, including when you share your information with us. To reduce the risk of fraud, any change in bank details sent to us will be independently verified. This increased vigilance is to protect you as a valued supplier.



When we'll share your data

Occasionally we will share your data within the College or with a third party. An example might be giving your contact details to a budget holder so that they can place an order, or supplying an address to a courier so they can return an item.



Retention and Disposal of data

We will anonymise your data after a two year period of inactivity. This is the basis we use to identify suppliers no longer in use by the College and will include the deletion of any bank details we currently hold. If you wish to be anonymised on our database and removed as a Shipleys College supplier, please notify us by emailing finance@shipleys.ac.uk.

There is nothing you need to do right now, however if you would like further information about our data protection compliance please visit the College website at <https://www.shipleys.ac.uk/> or email us at DPO@shipleys.ac.uk.