



# PRIVACY NOTICE FOR SUPPLIER PAYMENT INFORMATION

## Your Personal Data

The **University of Glasgow** will be what is known as the ‘Data Controller’ of your personal data processed in relation to supplier payments. This privacy notice will explain how The University of Glasgow will process your personal data.

**Types of Payment** made by the University may include, but are not limited to, payments to third-party suppliers, external examiners, honorarium recipients, research funders, research partners, self-employed individuals, visitors claiming expense reimbursement, prize, grant or award recipients, and government or regulatory bodies.

## Why We Need It

We are requesting basic personal data, such as name, contact details and banking information to process payments to you, further to the goods or services you provide to us. If you are a supplier who falls within scope of HMRC’s IR35 rules, we will also need to obtain employment tax and national insurance information from you to deduct the required tax and national insurance. We will only collect data that we need to perform this function.

In order to make payment we require proof of bank details in the form of a redacted Bank Statement, redacted Screenshot from Online Banking or Blank Cheque (Scored Through) clearly displaying the Bank Name, Account Name, Account Number and Sort Code. This is to eradicate the risk of fraud and is required for HMRC audit purposes and retained in line with their guidance.



## **Legal Basis for Processing Your Data**

We must have a legal basis for processing all personal data. In this instance, the legal basis is:

- Contract -When we issue a purchase order to you and you provide goods or services further to the purchase order, we have a contract with you and need to collect this information from you to meet the payment terms in the contract.
- Delivery goods/Services – When you provide us with good or services, which falls within our sundry payment process and does not require a purchase order, we need to collect this information from you to make payment for said goods or service.

## **What we do with it and who we share it with**

- All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom.
- Your data will be shared with our bank to process the payment
- If you are a supplier within scope of HMRC’s IR35 rules, your data will be shared with HMRC.
- Your data will only be shared with any other third parties if we suspect fraudulent activity and have reporting obligations under the Proceeds of Crime Act 2002.

## **How Long do We Keep it For?**

- All financial data is retained for a period of six financial years after the end of the financial year in which the data was collected.



## What Are Your Rights?

- You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see the information and may in some instances request to have it restricted, corrected or erased. You may also have the right to object to the processing of data and the right to data portability.
- If you wish to exercise any of these rights, please contact [dp@gla.ac.uk](mailto:dp@gla.ac.uk)
- Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

## Complaints

- If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection officer who will investigate the matter
- Our data Protection Officer can be contacted at [dataprotectionofficer@glasgow.ac.uk](mailto:dataprotectionofficer@glasgow.ac.uk)
- If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the information Commissioner's office (ICO) <https://ico.org.uk/>