



HEALTH POVERTY ACTION

Consultants/suppliers privacy notice

This notice applies to current and former Consultants and Suppliers

Types of data we process

We hold many types of data about you, including:

- your personal details including your name, address, date of birth, email address, phone numbers
- information included on your CV or application form, including references, education history and employment history
- bank details
- gender
- nationality

How we collect your data

We collect data about you in a variety of ways, starting at the procurement process where we will collect the data from you directly. This includes the information you would normally put in a CV or application form. We collect further information directly from you when you complete the contract.

We may collect data about you from third parties, such as former employers when gathering references.

Personal data is kept in the IT systems.

Why we process your data

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests
- to protect your interests and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data. For example, we need to collect your personal data in order to:

- carry out the employment contract that we have entered into with you and
- ensure you are paid.

We also collect data so that we can carry out activities which are in the legitimate interests of the organisation. We have set these out below:

- dealing with legal claims made against us
- preventing fraud
- ensuring our administrative and IT systems are secure and robust against unauthorised access

Special categories of data

Special categories of data are those relating to your:

- health
- sex life
- sexual orientation
- race
- ethnic origin
- political opinion
- religion
- trade union membership
- genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- you have already made the data public.

Where we hold it, we will use your special category data:

- for the purposes of equal opportunities monitoring

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where you choose to withdraw consent.

If you do not provide your data to us

If you do not provide your data to us, we may be unable to perform duties we have to you as Employers, including ensuring that you are paid correctly. We may also be prevented from confirming, or continuing with, your employment with Health Poverty Action in relation to our legal obligations if you do not provide us with this information.

Sharing your data

Your data will be shared with colleagues within the organisation where it is necessary for them to undertake their duties. This includes, for example, the Finance Department for administering the payment under your contract.

We share your data with third parties in order to:

- complete relevant mandates and documentation, for example for our banks
- complete the audit process for the organisation as well as for particular project and programmes
- arrange for reimbursement of expenses where necessary

Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

Where we share your data with third parties, we provide written instructions to them to ensure that your data is held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it for. In most cases this is up to 6 years after the end of your contract with HPA as requested by most donors.

Automated decision making

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.