

PART I PRIVACY NOTICE NO 4
Suppliers

Title: Part I Privacy Notice	Number: 04	Issue: 1.0 (May 2018)
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* the number must be sequential and must match the on the Part II Privacy Notice

1.	What is our objective in processing data? <i>What are we doing (or what do we want to do) which will involve processing personal data?</i> We want to be able to fulfil our contractual obligations to our suppliers and also need to be able to contact our suppliers in order to procure goods and services
2.	What information do we currently hold about data subjects? <i>List the personal data currently in our possession</i> Name, address, e-mail address, telephone number of points of contact at third party suppliers
3.	What information do we need to hold to satisfy the objective? <i>List the personal data in our possession which we need to satisfy our objective.</i> The information listed at box 2, above – we must have contact details in order to liaise with our suppliers and to manage our contracts with them and to contact them in the event of any problems
4.	Have we collected this information ourselves or have we received it from a third party? <i>Where the information has been sent to us by a third party, confirm who that is.</i> We have collected the information ourselves
5.	Are we creating new personal information? <i>If we are gathering new information, explain what that is and why it is needed to satisfy the objective set out in box 1, above.</i> No
6.	Are there any other data controllers? If so, who are they? <i>Are we or will we be sharing this information with anyone? If so, who?</i> No

