

PRIVACY NOTICE: SUPPLY CHAIN

1. Scope

All data subjects whose personal data is collected, in line with the requirements of the General Data Protection Regulations 2018 (GDPR).

2. Responsibilities

2.1 The Supply Chain Data Officer is responsible for ensuring that this notice is made available to data subjects prior to THE COMPANY collecting/processing their personal data.

2.2 All employees/staff of THE COMPANY who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secure.

3 Definitions

3.1 GDPR - General Data Protection Regulations 2018

3.2 The Company – AMCO-GIFFEN (Amalgamated Construction Ltd and Giffen Group Ltd)

4 Privacy Notice

THE COMPANY collects and processes personal data relating its supply chain to manage the ongoing business relationship between both parties. THE COMPANY is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

4.1 What information does THE COMPANY collect?

THE COMPANY collects and processes a range of information about the supply chain. This includes:

Business contact details

Name, company email address, place of work, company telephone number, company mobile number and company fax number.

Comments you may make

Your views, opinions, feedback, comments and any complaints.

Payment information

Details of amounts you pay us, amounts owed to us, amounts we pay or owe to you, relevant bank account or other payment details and any relevant tax information, including VAT number where applicable.

Credit history

Details of your credit history as part of our credit checks.

Curriculum Vitae (CV) information

Your CV and those of any of your employees where provided.

Video and photo images

Video and photo images captured on CCTV or images taken at our offices or on The Company's projects.

Marketing preferences

Your marketing preferences, which may include services, topics, activities and events you are interested in; activities, meetings or events you have attended or been invited to attend; and your preferred method of communication.

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AMCO may collect this information in a variety of ways. This may include in the course of communications between you and us for example (including by phone, email, post or otherwise). Possibly via tender submissions, proposals and quotations you submit or by us part of considering and evaluating tenders, quotations and proposals.

Data will be stored in a range of different places, including in our internal document management systems and other IT systems (including THE COMPANY's email system).

4.2 Why does THE COMPANY process personal data?

THE COMPANY needs to process data to enter into contracts for the provision of goods, services, plant or subcontracts. For example, it needs to process your data to provide you with a purchase order, to pay you in accordance with your contract with THE COMPANY and for us to administer payment for any such goods or services provided.

In some cases, THE COMPANY needs to process data to ensure that it is complying with its legal and client obligations. For example, it is required to make ongoing checks regarding a supplier's health and safety record and as such details of a supplier's representative are maintained by THE COMPANY to do so.

In other cases, THE COMPANY has a legitimate interest in processing personal data before, during and after the end of the contract. Processing such data allows THE COMPANY to:

- Undertake Vendor Assessments of Suppliers and maintain a record of approved vendors to THE COMPANY;
- Maintain accurate and up-to-date insurance records;
- Maintain accurate and up-to-date Safety, Health Environmental and Quality records.
- Maintain accurate records of Key Account Contacts within the Supply Chain to contact in regards of current and future works;
- Maintain records and holding information in support of our Performance Feedback Process and AMCO Internal CAIRNS non-conformance procedure.
- For the ongoing performance of our contracts with the Supply Chain;
- To comply with any legal obligations;
- For the processing of payments for contracts undertaken by the Supply Chain;
- Respond to and defend against legal claims.

4.3 Who has access to data?

Your information may be shared internally, including with members of the THE COMPANY Commercial and Operational teams, Pre Contract Services and SHEQ Support Services.

THE COMPANY shares your data with third parties in order to undertake credit checks.

THE COMPANY will not transfer your data to countries outside the European Economic Area, unless specified in the privacy notice or explicit consent has been gained.

3.4 How does THE COMPANY protect data?

THE COMPANY takes the security of your data seriously. THE COMPANY has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. All emails are encrypted and measures are put in place for the safe storage of emails.

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Where THE COMPANY engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and Company measures to ensure the security of data.

3.5 For how long does THE COMPANY keep data?

THE COMPANY will hold your personal data for the duration of your engagement within THE COMPANY and may maintain such data for a reasonable period thereafter.

3.6 Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require THE COMPANY to change incorrect or incomplete data;
- require THE COMPANY to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where THE COMPANY is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Supply Chain Data Officer for THE COMPANY at supplychain@amco.co.uk

If you believe that THE COMPANY has not complied with your data protection rights, you can complain to the Information Commissioner.

3.7 What if you do not provide personal data?

For THE COMPANY to maintain an effective supply chain that is compliant with both our client's requirements and legal obligations you have a requirement to provide us with certain data. You may also be requested to provide additional data in support of your ongoing relationship with the business. Failing to provide the data may mean that THE COMPANY are unable to undertake any formal transaction for goods, services, plant or subcontracts with that member of the supply chain.

Certain information, such as contact details, has to be provided in order that any potential business relationship between THE COMPANY and the supply chain is possible. If you do not provide this or other information, this will hinder THE COMPANY's ability to form a business relationship with the supply chain.