

How we will use your information

Procurement

This privacy information note explains the information the London Fire Brigade ("we") are collecting about you, why we have collected it and how it will be used. This privacy note should be read along with our "General privacy notice" which explains more about who we are, our role in data protection and what rights you have.

Process owner: Procurement Business Systems and Analytics

This notice relates to the following categories of data subject: Employees, Customers

Why we are collecting your information

We are processing your information in relation to our procurement of goods, services and works, so that we can:

- Contact you
- Administer contracts
- Request new tenders
- Purchase goods and services
- Order items via our Purchase Order Management System
- Order, measure and deliver Personal Protective Equipment and undress uniforms

What happens if I do not want my information processed?

If you don't want your information collected we may be unable to receive your services, enter into a tendering process with you, or authorise your purchase request.

What information is being collected

The information we are processing falls into the following categories of personal data:

Categories of personal data:

- Personal details
- Personal features
- Work details

Legal basis for the processing

Before we process your data we need a legal basis for doing so. In this case, the basis for processing your personal data is that it is necessary for managing or entering into a contract with us.

This is covered under the Data Protection laws below

General Data Protection Regulation (EU) 2016/679 [reference to Article 6.1(b)]

- It is necessary for the performance of a contract that you are a party to or that we are negotiating with you.

How we collect the information about you

We collect the information directly from you.

Who we share your data with

We will share your information internally and with those contracted to provide our services.

How long we hold your information for

We will hold your information for up to 7 years from the end of a contract or purchase.

Automated decision making

The information we have collected will not be used to make any automated decisions about you