

HES Suppliers Privacy Notice

Historic Environment Scotland is the Data Controller for any personal data you give to us or we collect about you. Our full contact details are:

Historic Environment Scotland
Longmore House
Salisbury Place
Edinburgh
EH9 1SH

0131 668 8600
enquiries@hes.scot

Historic Environment Scotland is a charity registered in Scotland, No. SC045925 .

We are a data ‘controller’, which means we are responsible for deciding how we hold and use your personal information.

This notice explains how and why we will collect and use your personal information and your rights in relation to your personal information. We may amend this notice at any time. Please refer back to this page for the most recent version. You may be notified directly of any significant changes which affect you where we believe it is appropriate and proportionate to do so.

What personal data do we collect and what do we do with it?

We process data from prospective, current and former suppliers as part of our procurement processes, which may include personal data. This allows us to select appropriate suppliers, order and pay for goods and services, record and manage that relationship and fulfil relevant legal obligations.

Who?	What data do we collect?	What is the lawful basis?
Sole traders	From you: Name Contact details Company Registration Number Qualifications Financial information Tax status Disclosure/ PVG Status* Details of how you will fulfil/ deliver the service From third parties: Credit checks References	When we begin to gather information about potential suppliers, this is a part of our Public Task, to enable us to fulfil our obligations under the Historic Environment Scotland Act 2014. This is also the basis for recording our interactions with you through correspondence, at meetings etc, and for gathering CCTV images, location data when you visit our sites. Most processing relating to ordering and paying for goods and services is necessary to enter into or for the performance of a Contract.

Who?	What data do we collect?	What is the lawful basis?
	From public sources: Skills/ services provided Professional/ career background Qualifications	Other processing is necessary for compliance with Legal Obligations.
Company (legal entity) representative or contact	Provided by you or your company: Name Job title/ role Contact details Qualifications Skills Disclosure/ PVG Status*	
All	Created by us/ you: Correspondence CCTV images Location data Feedback about you Attendance at and contribution to meetings Signed data processing agreement From other sources: Confirmation of PVG Status	

*Basic Disclosure or PVG status may reveal criminal convictions or offences data. Processing of this data can only be carried out when it is authorised by UK law. The UK GDPR and Data Protection Act 2018 set out the conditions for processing. A policy document setting out how we meet those conditions and our procedures for safeguarding your data is available on request.

Failure to provide, create or compile some other types of personal information may prevent us from discharging our functions. For example, if you don't provide your bank account details, we will be unable to process payment. We will let you know where this is the case.

Automated decision-making and Profiling

We do not currently take, and do not envisage taking, any decision about you based solely on automated processing (ie without human involvement), which have a legal or similarly significant effect on you.

Who sees my data?

HES is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud. On behalf of the Auditor General for Scotland, Audit Scotland appoints the auditor for HES' accounts.

Audit Scotland is also responsible for carrying out data-matching exercises which compare computer records held by one body against other computer records held by the same or another body to see how far they match, allowing potentially fraudulent claims and payments to be identified. Where a match is found it indicates that there may be an inconsistency that requires further investigation. No assumption can be made as to whether there is fraud, error or other explanation until an investigation is carried out.

The use of data by Audit Scotland in a data-matching exercise is carried out with statutory authority, normally under its powers in Part 2A of the Public Finance and Accountability (Scotland) Act 2000.

More information on the data-matching exercise.

Under the Public Services Reform (Scotland) Act 2010, we are required to publish details of payments in excess of £25,000 each financial year, with the vendor name, payment date, amount paid and a description of the work. This is available on our website and therefore potentially visible to anyone.

We are also subject to the Freedom of Information (Scotland) Act 2002, and may be required to disclose details of suppliers if requested, subject to various exemptions and in consultation with you if appropriate.

In addition, we may be required to share your personal information with other third parties where: -

- It is necessary for compliance with other legal obligations not outlined here
- It is necessary to enter into or carry out our contract with you or administer the working relationship with you
- It is a task in the public interest or we have a legitimate interest
- It is necessary to protect your vital interests or those of another person.

Other recipients of your data may include (but are not limited to):

- Scottish Government
- HMRC
- Health and Safety Executive

International Transfers

We do not currently transfer or intend to transfer your personal information to any country outside of the EU, or to any international organisation. Some third party systems that we use are hosted outside the EU but we will always ensure appropriate safeguards are in place.

How long will we keep the data?

We will only retain your personal information for as long as necessary to fulfil the purposes for which it was collected, including to satisfy any legal, accounting or reporting requirements.

We will retain all of your personal information during your relationship with us and for no longer than is necessary after the completion/ termination of your contract to fulfil the terms of your contract and allow us to establish, exercise or defend legal claims.

What are my rights over access to the data you hold on me?

Subject to some legal exceptions, you have the right:

- To access the data we hold about you and to know what we are doing with it
- To have any inaccuracies corrected
- To have your personal data erased
- To place a restriction on our processing of your data
- To object to processing
- To request your data to be ported (data portability)

If we are processing your data on the basis of your consent, you also have the right to withdraw your consent at any time. For processing based on Public Task or Legitimate Interest, you have the right to object to the use of your personal data at any time, but if we believe that this would interfere with the performance of our functions and/or your contractual obligations, we will inform you that this is the case.

If you want to learn more about these rights, please see [the Information Commissioner's Office \(ICO\) website](#).

How to contact us about your personal data or this privacy notice

If you have any questions about this privacy notice or about your personal data, please contact:

Data Protection Officer
Historic Environment Scotland
Longmore House
Edinburgh
EH9 1SH

0131 668 6800

Email: dataprotection@hes.scot

Complaints

As well as contacting the Data Protection Officer using the details above, you also have the right to lodge a complaint directly with the UK Information Commissioner's Office (ICO), the data protection supervisory authority in the UK.