

Buysupplyni Privacy Policy

Who we are

www.buysupplyni.com is operated by Mid & East Antrim Borough Council. We are committed to protecting the privacy of all personal information obtained from you during any visits to the website.

This privacy policy sets out the basis on which any personal data we collect from you, or that you choose to provide us in connection with the www.buysupplyni.com website (the Website) will be processed.

Mid & East Antrim Borough Council processes data in accordance with our obligations under the EU Wide General Data Protection Regulations (GDPR) and the UK Data Protection Act 2018.

This policy is written to comply with both DPA and the GDPR however, elements may change to reflect new laws and any relevant guidance issued by the Information Commissioners Office (ICO). WE shall update this notice to reflect any changes.

This Website is operated by Mid & East Antrim Borough Council. Mid & East Antrim Borough Council is the data controllers (ICO Registration Number: XXXX) for the data processed on businesses using our services and also users of this website.

What Information do we collect?

The website may collect and process data you provide to us about you, for example through filling out a supplier or buyer registration form, and other information we automatically collect from you.

Information you provide to us

1. This website
 - a. Register as a Supplier
 - i. If you are registering as a supplier on this Website to include your sales profile we will collect your name, company name, job title, address, telephone, mobile numbers, email address, web address, company background, product list, capability information, technical operational information, logos. We use this information solely to create your sales profile.
 - ii. We will never share your information other than for the purpose for which it was provided to us (to enhance potential sales opportunities

for your company with national manufacturing and engineering companies).

b. Register as a Buyer

- i. If you are registering as a buyer on this website, we will collect your name, company name, job title, address, telephone and mobile numbers, email address and information on the products you require to be supplied. We use this information solely to create your buyer account and this will allow you to use your email address as a unique identifier for logging in to the system.
- ii. We will never share your information other than for the purpose for which it was provided to us (to enhance potential sales opportunities for your company with national manufacturing and engineering companies.)

Information we collect from you

Information that we may automatically collect in relation to your visits to this website does not identify you personally. It provides us with information about how you use the website and engage with us. We use this information to improve our service and make them more useful to you. The information we collect includes some or all of the following:

1. Technical Information

- a. Your Internet Protocol (IP) address and detail of which type of web browser you used. We collect this information in a way which does not identify you personally.

2. Information about your visit to the website

- a. The pages you visited, when (date and time) you visited them and how long you visited them for.
- b. The website address from which you accessed this website.
- c. The website address from which you exited this website.
- d. Queries via the website's search engine.
- e. Internet browser and devices used.

We collect this information in a way which does not identify you personally.

We collect information on how you use this Website through cookies. Cookies are text files placed on your computer, laptop, tablet or mobile phone to collect information. You can decide if you want to accept or reject cookies by changing the settings on your browser.

What we do with the information we collect

We use the information we collect to understand your needs and provide you with a better service, including the following:

- Respond to any requests or feedback you send us, if you have asked us to.
- Send company sales profiles to you, if you request them.
- Analyse, evaluate and improve this Website via data amalgamated from multiple visitors, which does not identify you personally.

Our lawful basis for collecting your information

As a public sector body, the vast majority of data processed by Mid & East Antrim Borough Council is done so in the exercise of the 'official authority' vested in Mid & East Antrim's Economic Development Department by virtue of the Local Authority established under the Local Government Act (NI) 2014 and the Local Government Boundaries Order (NI) 2012, broadly allows Mid & East Antrim Borough Council to process data for economic development purposes.

For non 'core' functions not covered specifically by our regulatory remit, such as marketing and IT services, Mid & East Antrim Borough Council will rely on its legitimate interests as a legal basis to process data in a proportionate and expected way. These legitimate interests are to promote our organisation and to function effectively as an organisation.

Where your data is stored

We store your data on secure servers.

How long do we keep your information?

We do not retain data longer than is necessary to fulfil the purposes for which it was collected or as required by applicable laws or regulations. Information will be stored and then destroyed in line with the Mid & East Antrim Borough Council retention and disposal schedule.

Who do we share your information with?

To deliver a service, if you have provided us with data, we may need to share your information with:

- Department for the Economy
- Other agencies involved in economic development activities (such as Invest Northern Ireland, other local Councils, other government bodies and public agencies).

- Organisations that deliver our programmes (known as external delivery organisations)

We will never share information other than for the purpose for which it was provided to use (economic development related activities).

As required by law, we may disclose information to government bodies and law enforcement agencies for their enforcement purposes.

Mid & East Antrim Borough Council will not sell your personal information.

Your rights

As a business whose data is processed by Mid & East Antrim Borough Council, you have:

- Right to be informed
 - Transparency is a key requirement of data protection law. You have the right to be informed about the collection and use of your business data. This privacy policy is designed to provide you with the information needed to allow you to see how and why your business data is used when visiting the website.
- Right to access the data we hold on you
 - You also have the right to ask for the data that we have about you to increase your awareness of and allow you to verify the lawfulness of the processing. To protect your privacy we may ask you to verify your identify.
- Right to have you data rectified if it is inaccurate
 - If you believe that data we hold on you is inaccurate or misleading then you have the right to request that this is rectified.
- Right to erasure
 - In some circumstances you can ask for your information to be deleted, for example:
 - Where your information is no longer needed for the reason it was collected in the first place.
 - Where you have removed your consent for us to use your information, where there is no other legal reason for Mid & East Antrim to use it
 - Where there is no legal reason for the use of your information
- Right to have your data restricted or blocked from processing
 - In certain circumstances if you raise a complaint on how we have handled your data, you may also request that we ‘restrict processing’, meaning

that the data will be preserved from further processing ‘as evidence’ either while we investigate your complaint or to support your complaint to the ICO.

- Right of data portability
 - In some circumstances, where you have provided your data directly to us that is processed by automated means and done so purely on the basis of your consent, you will have the right to obtain and reuse your data in an electronic format for your own purposes across different services.
- Right to object to direct marketing
 - You have an unconditional right to object to direct marketing at any time. As noted within this privacy policy, buysupplyni will not send you direct marketing without your consent and you can withdraw your consent at any time selecting the ‘unsubscribe’ link that appears in the footer of every email newsletter we send.
- Right to object to processing of your data
 - Processing is the term under data protection law that describes all uses of your data. This will include the collection, sharing, storage, retention and destruction of your data.
 - You have the right to object to any aspect of Mid & East Antrim’s processing of your personal data:
 - That is processed for the performance of a task in the public interest or in the exercise of official authority;
 - That is processed based on Mid & East Antrim’s legitimate interests;
 - That is processed for the purposes of research and statistics; and
 - If it involves any automated decision making or profiling carried out by Mid & East Antrim.

If you would like to exercise your right of access in relation to information held on you by Mid & East Antrim, email buysupplyni@midandeastantrim.gov.uk

If you have any specific data protection queries or concerns please contact buysupplyni@midandeastantrim.gov.uk

How you can make a complaint about how your data is processed?

If you are dissatisfied with any aspect of how Mid & East Antrim processes your data, you can complain to the Information Commissioner’s Office.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

T: 0303 123 1113

F: 01625 524 510

E: casework@ico.org.uk

W: <https://ico.org.uk/>

Linking to other websites

www.buysupplyni.com contains links to many other government and non-government websites. This Website does not endorse or favour any specific commercial product of business. Non-government sites linked to from this Website are present only because they may be useful additions to the information we provide.

A link to a third-party website does not imply endorsement - you must use your own judgement to decide whether the information or service on that website is suitable for your needs. If a website is not linked to ours, this does not mean or imply that it is unsatisfactory. The linked websites are regularly reviewed in the light of customer usage and feedback.

We are not responsible for the content of any linked website and cannot take responsibility for the consequences of you using the information or services on linked websites. We cannot guarantee that these links will work all of the time.

Websites that we link to may have 'terms and conditions' that are different to ours. Do not assume that our privacy policy and cookie policy applies to other websites.

Other third party content

We embed external content from third-party websites such as YouTube. This content is not published on www.buysupplyni.com. It is delivered using devices and services provided by such third party sites that can be inserted into our site. We are not responsible for this content.

Security and virus protection

No data transmission over the internet can be guaranteed as totally secure. While we strive to protect such information, we do no warrant and cannot ensure the security of any information which you transmit to us. Accordingly, such transmission is at your own risk. We will not be liable for any damages or loss arising out of or resulting for any unauthorised access to, alteration to or modification of information contained on the Website.

We make any effort to check and test this Website during production. You must take your own precautions to ensure that the process which you employ for accessing this Website does not expose you to risk of viruses, malicious compute code or other forms of interference which may damage your computer system. It is always wise for you to run an anti-virus program on anything you download form the internet.

We accept no liability for any loss, disruption or damage to your computer system or your data caused by using this Website or arising as a result of having used this Website.

Changes to this privacy policy

Any changes we may make to this privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates of changes to this privacy policy.

If you require a copy of this notice in an alternative format, then please contact the team on:

T: 0300 1245 000

E: buysupplyni@midandeastantrim.gov.uk