

## **GDPR – Data Management**

### **About us**

The Welsh Government will be funding a fixed number of places for students to study the Corporate Award Practitioner and Advanced Practitioner programmes delivered by the Chartered Institute of Procurement and Supply ("**CIPS**"). Learners will apply to Welsh Government and successful applications will need to sign a learner's agreement with Welsh Government in order to secure the funding. As part of such applications and as part of the programme, Welsh Government will need to process personal data relating to such applicants and learners.

The Welsh Government will be data controller for the personal data collected in relation to you as part of the course.

CIPS will also be a data controller for personal data they collect in relation to you. For further detail, please see CIPS' privacy notice which can be found at [https://www.cips.org/Documents/Terms\\_Conditions/1/Privacy-Notice1.pdf](https://www.cips.org/Documents/Terms_Conditions/1/Privacy-Notice1.pdf)

### **What personal data will we collect**

Welsh Government will collect personal data relating to you, including:

- Name
- E-mail address
- organisation
- employment details
- any other personal data provided to us as part of your application or as part of participation in the course including CIPS membership details and exam results.

### **How we collect your personal data**

We will collect all of this personal data directly from you when you register or make enquiries with us. We will also receive some personal data from the service provider responsible for the programme, CIPS.

### **How we use your personal data**

We only use your personal data for the purpose for which we collected it, which will include the following:

- respond to your enquiries
- as part of the selection process
- enrolling you on to the programme
- the day to day administration of the funding and the programme, including maintaining our records
- supporting you during the funding and the programme and thereafter
- monitoring your progression and completion of the programme, including compliance with the learner's agreement
- monitoring the funding of the programme
- monitor the administration and delivery of the programme
- to fulfil our obligations and enforce our rights under the learner agreement or any other contract entered into between you and us

- publication of case studies on Welsh Government's website, social media to promote the programme or similar programmes – if you do not wish your personal data to be used for this purpose then please let us know

### **Legal basis for using your personal data**

We will only use your personal data when it is lawful to do so. We will process your personal data in the following circumstance:

- it is necessary in order that we may perform our obligations under a contract with you
- it is necessary for the performance of a public task and the official authority vested in us to administer the professional procurement corporate award programme
- it is necessary to comply with a legal obligation to which we are subject to
- it is necessary for the purposes of our legitimate interest, including the funding and administration of the programmes

Your consent may also be a legal basis for processing your personal data in certain circumstances. This means your specific, informed and unambiguous consent, freely given and that may be obtained from you, for example, when you agree to receive marketing correspondence from us or when you agree to participate in surveys or market research (as applicable).

Please note that we may process your personal data for more than one lawful ground, depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data.

### **Sharing your personal data**

We will need to share your personal data with CIPS so that they can manage programme delivery of the course. For further detail, please see CIPS' privacy notice which can be found at [https://www.cips.org/Documents/Terms\\_Conditions/1/Privacy-Notice1.pdf](https://www.cips.org/Documents/Terms_Conditions/1/Privacy-Notice1.pdf)

### **How long your personal data will be kept**

Where you were successful for the funding, we will keep your personal data for a period of two years from the date upon which you completed the course.

Where you were not successful for the funding, we will keep your personal data for a period of 1 month from the date you were informed that your application was not successful.

### **Your rights**

Under data protection legislation, you have the right:

- to be informed of the personal data Welsh Government holds about you and to access it
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to (in certain circumstances) data portability
- to not be subject to automated decision making
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator

## Contact

For further information about the information which the Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer

Welsh Government

Cathays Park

CARDIFF

CF10 3NQ

Email: [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales)

The Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF