



Llywodraeth Cymru  
Welsh Government

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# Procurex, Micro SME and Third Sector Showcase: privacy notice

The Welsh Government is a key partner of Procurex, the leading National public procurement event.

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# Introduction

Procurex Wales is an annual event, dedicated to helping procurement professionals to achieve better outcomes for their organisations, at the same time as having a positive impact on people and communities right across Wales.

At this year's Procurex Wales, Welsh Government has teamed up with the Centre for Public Value Procurement at Cardiff University to create a new feature area, devoted to recognising supplier excellence and innovation amongst micro-businesses, social enterprises, charities and not-for-profit organisations. This fully subsidised area will act as a showcase for the contribution of these small but important suppliers to the public procurement sector in Wales and encourage more of these collaborations in the future.

Suppliers requesting to exhibit in this new showcase zone will be requested to submit an expression of interest that will be assessed by an independent panel of representatives selected by Welsh Government.

Welsh Government is the data controller and will hold your personal data on record to assist with the expression of interest process including the assessment, coordination of the zone, and ongoing promotion of the zone to external audiences. As data controller Welsh Government determines how and why personal data can be processed.

Welsh Government will share your information with third parties acting as data processors to enable to coordination and delivery of this zone. This includes:

- Freshwater UK Ltd, acting on behalf of Welsh Government as the data processor collecting the expression of interest information and coordinating and delivering the zone.
- BiP Solution UK Ltd, the organisation responsible for delivering the Procurex event.

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- Cardiff University, Centre for Public Value Procurement, will be required to utilise your data to measure whether the showcase has met its original objectives.

This privacy notice gives you general information on how we handle your data when expressing your interest to showcase at Procurex Micro SME and Third Sector Zone.

## What personal data do we hold and where do we get this information?

Personal data is defined under the General Data Protection Regulation (GDPR) as ‘any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier.’

Welsh Government is working alongside Freshwater UK Ltd and BiP Solutions Ltd to deliver the Micro SME & Third Sector Zone. Welsh Government will be allocating the space free of charge for the successful suppliers to exhibit within this zone.

In expressing your interest, suppliers will be required to submit a named point of contact. This includes:

- Name
- E-mail address
- Organisation
- Organisation information to support the assessment of the expression of interest.

The Welsh Government will hold your personal data to develop, coordinate, promote and deliver the Micro SME & Third Sector Zone. Specific activities that

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require the use of your data includes:

- Ongoing engagement with regards to your expression of interest
- Administer activities to deliver the zone
- Provide guidance and support to support exhibiting
- Collect your feedback and outcomes

## **What is the lawful basis for using your personal data?**

Under Article 6 of UK General Data Protection Regulations the lawful basis of processing information is legitimate interest. That is by processing your personal data, Welsh Government will be able assist in the development, coordination, promotion, and delivery of the Micro SME & Third Sector Zone supporting raise awareness and promotion of micro suppliers, charities, public service mutuals and social enterprises to support the delivery of wellbeing outcomes in Wales.

## **How secure is your personal data and who do we share your information with?**

Personally identifiable information shared will be held by the Welsh Government, Commercial and Procurement. Your information will be accessed by staff members within this division to support delivery of the Zone. Any information provided is stored on a protected area of iShare (Welsh Government's internal document management system).

The Welsh Government will share your information Freshwater UK Ltd and BiP Solutions Ltd to support the promotion of your attendance at Procurex.

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# How long do we keep your personal data?

We will keep any personal identifiable information for up to 2 years. After a period of 2 years the data held on file will be reviewed. If the data is no longer being used, it will be redacted from our records.

## Individual rights

Under GDPR, you have the following rights in relation to the personal information you provide through any of the research conducted through the Employee Research Programme, specifically you have the right:

- to access a copy of your own data.
- for us to rectify inaccuracies in that data.
- to object to or restrict processing (in certain circumstances).
- for your data to be 'erased' (in certain circumstances)
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

### Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Telephone:** 01625 545 745 or 0303 123 1113

### Website

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## Further information

If you have any further questions about how the data provided as part of this work will be used by the Welsh Government or wish to exercise your rights using the General Data Protection Regulation, please contact:

### David Nicholson

**Telephone:** 03000 257310

**Email:** [david.nicholson@gov.wales](mailto:david.nicholson@gov.wales)

Rydym yn croesawu galwadau a gohebiaeth yn Gymraeg / We welcome calls and correspondence in Welsh.

### Welsh Government's Data Protection Officer

Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ

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

Rydym yn croesawu gohebiaeth yn Gymraeg / We welcome correspondence in Welsh.

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