



Local Government Operational Procurement Centre (LGOPC)

Privacy Statement



Kerry County Council
Comhairle Contae Chiarraí

INTRODUCTION

SupplyGov.ie is a procurement website that facilitates Local Authorities and other State Agencies in procuring works, goods and services from Suppliers or Contractors in the area of Plant Hire and Minor Building Works & Civils. The website is maintained by the Local Government Operational Procurement Centre (LGOPC) under the auspices of Kerry County Council. The Council fully respects your right to privacy in relation to your interactions with this website.

The Council has created this privacy notice to demonstrate our firm commitment to privacy and to assure you that in all your dealings with the LGOPC and Supplygov.ie, the Council will ensure the security of the data you provide.

Any information you provide in this way is used only for the purpose for which it is provided and will be treated with the highest standards of security and confidentiality, strictly in accordance with Irish and EU data protection laws.

The contact details for the LGOPC are:

Local Government Operational Procurement Centre (LGOPC)
Kerry County Council
Unit 9, Block C,
The Reeks Gateway,
Killarney,
Co. Kerry
V93 KVK1

Email

eproc@kerrycoco.ie

General Enquiries

076 1064020

WHY DOES THE LGOPC PROCESS YOUR DATA?

The LGOPC will collect and use data relating to Contractors and Suppliers to facilitate the procurement functionality of the SupplyGov website.

SUPPLIER/CONTRACTOR INFORMATION

Upon registration of a new Supplier/Contractor, Supplygov.ie automatically creates an account using the data that is provided by the Supplier/Contractor. This data is shared with Public Sector Buyers in the Contracting Authorities that the Supplier/Contractor indicates they wish to receive Requests for Tenders(RFTs) or Request for Quotations(RFQs) from.

TENDERING INFORMATION

The LGOPC coordinates the establishment of Dynamic Purchasing Systems (DPS) and Framework Agreements under the category councils of Plant Hire and Minor Building Works & Civils. The data provided in Tender Submissions is evaluated against the selection and the award criteria in accordance with statutory requirements set out in the regulations below. The regulatory provisions comprise Directive 2014/24/EU of the European Parliament and of the Council, on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts, implemented into Irish law by European Union (Award of Public Authority Contracts) Regulations 2016 (SI 284 of 2016).

WHAT INFORMATION DOES THE LGOPC COLLECT?

The personal data the council collects may include where applicable:

SUPPLIER/CONTRACTOR INFORMATION

- Supplier/Contractor Name
- Company registration number, VAT number
- Supplier/Contractor Address, Eircode, Country of Residence
- Supplier/Contractor Internet Address
- Authorised representative of Contractor/Supplier:
 - Contact Name
 - Phone Number
 - Mobile Number
 - Email Address
 - Function
- Additional Contact Person(s) Name, Phone Number, Email Address

It is the sole responsibility of the supplier to ensure that his/her account information is correct.

TENDER INFORMATION

- Selection criteria, including tenders' financial and economic capacity, their expertise, technical skills, languages, educational background and professional experience, such as details on current and past employment;
- Personal data contained in the application or offer (hourly/daily rate, credentials).
- Curriculum Vitae information - the tenderers, staff or subcontractors may supply additional information which is not necessary for the purpose of procurement (such as gender, age, nationality).
- Personal data included in Safety Statements or Codes of Practice.
- Safe Pass Card details of Contractor and/or Employees: Name, Safe Pass Card No., Expiry Date.
- Certificate of Competence with Fás Accreditation (Skills Card): Name, Skills Number, Expiry Date.
- Registration numbers of machines/vehicles listed on the system for the Hire of Plant.

SHARING THE INFORMATION

The LGOPC may share and/or disclose data with other participating Contracting Authorities such as public and/or semi-state sectors including other Local Authorities that use the Supplygov.ie service. The full list is available on www.Supplygov.ie. In addition, data may be shared with the Office of Government Procurement (OGP), the Local Government Management Agency (LGMA), and with other bodies in accordance with statutory and regulatory obligations.

The LGOPC may use submitted information in the preparation of high level statistical reporting as part of the service to participating Contracting Authorities, the OGP, the LGMA or for internal purposes. Such reporting contains only anonymous, aggregated data forms so as not to identify your company or relate any specific data to it.

RECORDS RETENTION POLICY

The Council is in the process of preparing retention policies for all services and business units. These policies will outline the timeframe for which your personal data will be retained by the Council and what will happen to it after the required retention period has expired. These policies will be published on the Council's website.

COOKIES

The LGOPC respects the rights of users of the website. For general web browsing no personal information is revealed to the LGOPC, although certain statistical information is available to the LGOPC via its internet service provider. This information may include:

- the logical address of the server you are using;
- the top level domain name from which you access the Internet (for example, .ie, .com, .org, etc.);
- the type of browser you are using;
- the date and time you access our site;
- the internet address used to link to our site.

Some of the above information is used to create summary statistics, which allow the LGOPC to assess the number of visitors to the website, identify what pages are accessed most frequently and generally, help the LGOPC to make the website more user friendly.

The information is also used for support and debugging purposes.

The LGOPC do not use cookies for collecting personal information about visitors to the website and will not collect any information about users except that which is necessary for administration, support and audit of the SupplyGov.ie system.

SECURITY

The LGOPC are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, the council have put in place suitable physical, electronic and managerial procedures to safeguard and help prevent unauthorised access and maintain data security.

LINKS TO OTHER WEBSITES

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, the LGOPC do not have any control over such websites. Therefore, the LGOPC cannot be responsible for the protection and privacy of any information that you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

YOUR RIGHTS

You have the following rights, in certain circumstances and subject to certain exemptions, in relation to your personal data:

- Right to access the data - you have the right to request a copy of the personal data that the council hold about you, together with other information about our processing of that personal data.
- Right to rectification - you have the right to request that any inaccurate data that is held about you is corrected, or if the council have incomplete information you may request that we update the information such that it is complete.
- Right to erasure - you have the right to request us to delete personal data that the council hold about you. This is sometimes referred to as the right to be forgotten.
- Right to restriction of processing or to object to processing - you have the right to request that the council no longer process your personal data for particular purposes, or to object to the processing of your personal data for particular purposes.
- Right to data portability - you have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.

To exercise these rights, you can make a Subject Access Request. This request can be in writing and directed to the contact details at the end of this policy or electronically using the form available in the link www.kerrycoco.ie/

Where data is processed based on your consent, you may withdraw that consent at any time. This does not affect the lawfulness of processing that took place prior to its withdrawal.

DATA PROTECTION CONTACT DETAILS

For all enquiries relating to Data Protection you can contact Kerry County Council at:

Phone: 066 718 3500
E-mail: dpo@kerrycoco.ie
Postal Address: Kerry County Council
Co Buildings
Rathass
Tralee
V92 H7VT
Co. Kerry

If you are not satisfied with the outcome of the response you receive from the Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner's website is www.dataprotection.ie or you can contact their Office at:

Lo Call Number: 1890 252 231
E-mail: info@dataprotection.ie
Postal Address: Data Protection Commissioner
Canal House
Station Road
Portarlinton
R32 AP23
Co. Laois