

**PART I PRIVACY NOTICE NO 4**  
**Suppliers**

<b>Title:</b> Part I Privacy Notice	<b>Number:</b> 04	<b>Issue:</b> 1.0 (May 2018)
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\* the number must be sequential and must match the on the Part II Privacy Notice

<b>1.</b>	<b>What is our objective in processing data?</b> <i>What are we doing (or what do we want to do) which will involve processing personal data?</i>  We want to be able to fulfil our contractual obligations to our suppliers and also need to be able to contact our suppliers in order to procure goods and services
<b>2.</b>	<b>What information do we currently hold about data subjects?</b> <i>List the personal data currently in our possession</i>  Name, address, e-mail address, telephone number of points of contact at third party suppliers
<b>3.</b>	<b>What information do we need to hold to satisfy the objective?</b> <i>List the personal data in our possession which we need to satisfy our objective.</i>  The information listed at box 2, above – we must have contact details in order to liaise with our suppliers and to manage our contracts with them and to contact them in the event of any problems
<b>4.</b>	<b>Have we collected this information ourselves or have we received it from a third party?</b> <i>Where the information has been sent to us by a third party, confirm who that is.</i>  We have collected the information ourselves
<b>5.</b>	<b>Are we creating new personal information?</b> <i>If we are gathering new information, explain what that is and why it is needed to satisfy the objective set out in box 1, above.</i>  No
<b>6.</b>	<b>Are there any other data controllers? If so, who are they?</b> <i>Are we or will we be sharing this information with anyone? If so, who?</i>  No

