



Privacy Notice: How we use your personal information

Who we are

This privacy notice applies to your personal data processed when you use the Jaggaer One system. For the purpose of data protection legislation, the DfE is the data controller for the personal data processed when using this system.

How we will use your information

We receive your personal data via the Jaggaer One system and are processing it in order to support our commercial processes, which include:

- Supplier registration
- Tendering
- Supplier management
- Contract management
- Purchasing
- Spend management
- Anti-fraud processes
- Analytical processes

The nature of your personal data we will be using

The categories of your personal data that we will be using for this project are:

- Supplier personal data e.g. name, system user ID, email, phone numbers, address, VAT number, supplier identifiers.

Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the use of Jaggaer One system the relevant condition that we are meeting is:

GDPR Article 6 (1) (b) – processing personal data that is necessary for the performance of a contract to which you are part to or in order to take steps prior to entering into a contract.

Who we will make your personal data available to

We sometimes need to make personal data available to other organisations. These might include contracted partners (who we have employed to process your personal data on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes).

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation. For the purpose of this project:

- We are employing Jaggaer and Commerce Decisions to process your personal data on our behalf. This means that they will store data in the Jaggaer One and Award systems respectively and process your data using system functions in support of DfE commercial operations.
- Some personal data may be shared with other government departments in the interests of supporting compliant and consistent government procurement processes.

Data Processing Locations

Data will be stored within the UK and processed mostly within the UK but also by some global support services in some circumstances.

As your personal information is processed outside of the UK, we ensure that our service providers take appropriate security measures to protect your personal information in line with our policies and legal requirements.

How long we will keep your personal data

We will retain your personal data as prescribed by legal requirements for commercial information handling. This could be up to six years.

Your data protection rights

More information about how the DfE handles personal information and your information rights is published here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>:

The right to lodge a complaint

You have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in June 2020.

Contact Information

If you have any questions about how your personal information will be used, please contact us at [gov.uk](https://www.gov.uk) and enter "Jaggaer One" as a reference.