

## **Privacy Notice**

Ministry of Housing, Communities and Local Government (MHCLG) – Commercial Directorate

MHCLG is committed to the protection and security of your personal data. It is important that you read this notice so that you are aware of how and why we are using such information. This privacy notice describes how we collect and process personal data for the purposes of managing our commercial processes and activities.

### **MHCLG as Data Controller**

MHCLG is the data controller for any personal data provided in relation to your quote, tender, contract management, and payment activities.

### **The type of personal data we process**

The type of personal data we process includes:

- Names
- contact details of bidders
- subcontractors or staff
- job titles
- information provided in tender documents or correspondence
- date of birth
- bank details.

In some cases, we may also process identifiers such as company registration numbers or VAT details).

Additional data may include special category data where required by procurement law.

### **How we get your personal data and why we have it**

Most of the personal data we process is provided directly by you, but we may also obtain information from other sources such as framework providers, customers or service users of suppliers, credit reference agencies, Companies House, published accounts, trade or market sector associations, regulators, and other public bodies.

We use this information for the purposes of managing our commercial activities, which include:

- Supplier registration
- Market engagement
- Requests for information, quotes and tenders
- Selection and evaluation

- Contract award and management
- Purchasing and payment
- Supplier relationship management
- Compliance with transparency obligations
- Anti-fraud processes
- Spend management and analytical processes
- Education, training, and development requirements.

Special category data is processed only where necessary under procurement legislation.

### **Who we share your personal data with**

Your data may be shared with internal teams involved in commercial and contract management, external evaluators or advisors where necessary, and regulatory or audit bodies if required by law. We do not sell or share your data for marketing purposes.

We may also share your data with other organisations that are jointly procuring or managing a contract with us, Cabinet Office and other government agencies (for reporting and analytical purposes regarding public spending), internal and external auditors and inspectors, and enforcers and regulators.

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

Providing personal data is a statutory requirement under UK procurement law for participation in certain commercial processes. Failure to provide required data may result in exclusion from the procurement process or inability to enter into a contract.

We process your data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Our legal bases include:

- **Article 6(1)(c)** – compliance with a legal obligation, underpinned by the Procurement Act 2023 and associated regulations (or the Public Contracts Regulations 2015 until replaced). These laws require contracting authorities to collect and process supplier information to meet statutory duties and ensure transparency and fairness in procurement.
- **Article 6(1)(e)** – performance of a task carried out in the public interest or in the exercise of official authority, underpinned by the same procurement legislation, which confers powers on contracting authorities to run procurement processes as part of their public functions. In some cases, common law powers to manage public funds and secure value for money also apply.

For special category data, we rely on **Article 9(2)(g) of the UK GDPR** (which permits processing when it is necessary for reasons of substantial public interest and is based on UK law) and the Data Protection Act 2018, Schedule 1, Part 2, paragraph 6 (which provides the specific condition for processing for statutory and governmental purposes, including exercising functions conferred by law).

Providing your personal data may be a statutory or contractual requirement. Failure to provide it may mean you cannot participate in procurement processes.

If we rely on legitimate interests (Article 6(1)(f)), we will clearly state what those interests are and ensure they are balanced against your rights and freedoms. We will also carry out a Legitimate Interests Assessment (LIA) in line with [ICO guidance](#). (“How do we apply legitimate interests in practice?”). If MHCLG adopts this basis, it will be supported by central Cabinet Office guidance and documented through an LIA.

### **International Data Transfers**

There are no international transfers of your personal data.

### **How long we keep your personal data**

Personal data will be retained for the duration of the commercial process (from the start of procurement to end of contract) and for a period required by law or internal policy, typically up to seven years for audit purposes. Certain data types may have different retention periods based on statutory requirements.

### **How we store your personal data**

Your data is stored on secure UK government systems and, where necessary, on accredited third-party cloud services such as AWS. All storage solutions comply with UK cyber security standards and government data protection requirements. Some personal data may also be stored in paper format in locked storage facilities.

### **Due Diligence**

We undertake due diligence using recognised records such as Companies House information, credit reference agency checks, and published accounts to assess risk and ensure compliance.

Your personal data will only be processed for these purposes and will not be used in any other way.

## Your Rights

You have rights under data protection law, including:

- Access to your personal data
- Rectification of inaccurate or incomplete data
- Erasure of data in certain circumstances
- Restriction or objection to processing in certain circumstances

Some rights are limited depending on the lawful basis for processing. For example:

- Erasure does not apply where we must retain data to comply with a legal obligation.
- Objection to processing does not apply where processing is necessary for a public task carried out in the public interest.
- Restriction may not apply if we need to continue processing for legal claims or statutory duties.

Requests to exercise your rights are generally free, but a charge may apply if the request is manifestly unreasonable or excessive. We will respond within one month.

## Contact Details

If you wish to exercise your data protection rights, please contact:

Data Protection Officer  
Ministry of Housing, Communities and Local Government

[dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk)

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## How to complain

If you have any concerns about our use of your personal data, you can contact our Data Protection Officer at the address above.

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data:

[Make a complaint about how an organisation has used your personal information | ICO.](#)

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

## **Review**

This notice will be reviewed every 12 months.

Date of last review: (1 December 2025).