Supplier Privacy Notice Policy

Stepping Stones Care is committed to maintaining the privacy of our suppliers. We comply with data protection laws that are applicable in respect of data processing within the UK. SSC determines the purposes and the manner in which personal data is processed.

This privacy notice sets out how we collect, use and protect your personal information and your rights in relation to your information.

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, our Suppliers, of the types of data we process about you. We also include within this notice;

- → the reasons for processing your data
- → the lawful basis that permits us to process it
- → how long we keep your data for
- → your rights regarding your data.

This notice applies to current and former Suppliers.

What Type of Data do We Collect?

As part of our procurement of services process, it is necessary for us to collect and process personal data about our Suppliers. Categories of data that we collect include, but are not limited to:

- → Company details (for example, Company Registration Number, VAT details)
- → Company Account Details (in order to make or receive payments)
- → Contact details (for example, address, phone number and e-mail address)

How Will We Use Your Data?

Your data will be stored, processed and used by us in the following ways:

- → To complete and improve the procurement of services process
- → To send your data to third parties where appropriate (see details below)
- → To administer payment processes
- → To answer your questions and enquiries
- → To communicate with you and provide information about SSC
- → To contact your emergency contacts when necessary
- → To perform any investigations where required

Do We Pass Data to Third Parties?

We (or an agent working on our behalf) may pass your data to third parties for the purpose of assisting with your ongoing relationship with us. These third parties may include, where applicable:

- → Companies that perform background checks for us
- → Insurance brokers, insurance providers, loss adjusters and legal representatives
- → Other organisations where we are required by law or where we are contractually required or otherwise obligated to pass on your information (such as HMRC or the Health and Safety Executive)
- → Government bodies, regulators, law enforcement agencies, courts/tribunals and insurers where we are required to do so, or to other organisations for the purpose of making an assessment regarding any fraud matters.

How is My Data Safeguarded?

The security of your data is important to us. Access to the data is only provided to our employees and other third parties who need access for the procurement of services, supplier compliance, management and payment processes.

We have in place appropriate measures to protect the security of your personal information and keep it confidential. We review these measures regularly to make sure they remain appropriate. We cannot guarantee the security of any third-party application you may use to transmit your data (for example, internet browsers).

We will keep your information for at least as long as we have a relationship with you or anyone whose information you have provided. When deciding how long to keep your personal information after our relationship with you has ended, we will keep your information for a period of time taking into account our legal, professional and regulatory obligations as well as any investigations that may arise.

On What Grounds Will You Process My Personal Data?

We must have a legal reason to process your information. The information you provide will be processed:

- → to meet our contractual obligations to you (such as making or receiving payments / services)
- → to meet our legal obligations (such as compliance with employment / health and safety law or financial regulations)
- → to meet our legitimate interests to effectively maintain your services

Your Information

You have rights regarding your supplier information, including the right to access and correct your information and, in certain limited circumstances, restrict or object to our use of it and to request erasure of your information. We may need extra information from you to deal with such requests. If you would like to discuss or exercise these rights, please contact the Information Controller for Stepping Stones Care, Narinder Singh, at narinder@steppingstonescare.com.

We encourage you to let us know of any changes to the information you have provided to us. If you do not want us to process your data, then it may have an impact on our service arrangement.

Should you have cause for complaint, please contact us and we will follow up to resolve this. If you have a data privacy related complaint, you also have the option to direct your complaint to the Information Commissioner's Office (ICO) at https://ico.org.uk/make-a-complaint/.