

Privacy Notice – Suppliers (Sole Traders)

1 Introduction

The lawful and proper treatment of personal information by Aurora Health Physics Services Ltd (Aurora) is extremely important to the success of our business and in order to maintain the confidence of our service users and employees.

This Privacy Notice has been prepared to facilitate compliance with the requirements of the General Data Protection Regulation (GDPR).

This Privacy Notice relates to the personal information that is collected and held under contract with an individual or sole trader. A separate Privacy Notice applies where we purchase goods or services from a company or consortium.

Prior to any personal data being collected, Aurora will positively confirm that the individual providing the data is aware of and has agreed to the terms indicated in the relevant Privacy Notice.

2 Company information

Aurora is an independent UK company providing a comprehensive range of ionising and non-ionising radiation protection services including facility design, consultancy, facility decommissioning and demolition, bespoke and scheduled training, health physics monitoring support and land remediation.

Aurora is registered with the Information Commissioner's Office (ICO), our Registration Number is A8317057.

3 Why we collect the information

Aurora needs to collect personal information to allow us to enter into a contract with you to receive goods or services and to pay for the delivery of those goods or services.

4 What personal information we collect

For all Suppliers we will collect the following information:

- Full name of one or more contacts
- Business address
- Business email and telephone contact details
- Invoicing details

We may also need to collect additional information to allow you to deliver the goods or services we have contracted you to provide.

We will only collect, process or hold any personal information where this is necessary to satisfy our contractual obligations with you.

5 Who information will be shared with

We will only share your information with others where this is necessary to satisfy our contractual obligations with you. For example, if we provide you with personal dosimetry, we may need to share your personal information with our Approved Dosimetry Service.

We will always ask you before providing information to another party for the first time, unless we are required by law to share the information, e.g. under The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017.

We will not share any information that is subject to a non-disclosure agreement without obtaining written permission from you.

6 How the information will be used

Your information will be used to allow you to discharge your contractual obligations.

Your information may also be used to provide you with information regarding additional services or events that Aurora provides. For example, where we become aware of a business opportunity which may be of interest to you. We may also send you information regarding events that we hold if they are relevant to your business.

Some information may be used to assess performance against Company policies and targets, e.g. relating to sales targets. Where information is used for this purpose, the data will be anonymised.

7 Transfer of information overseas

We will not transfer personal information overseas unless you ask us to.

8 How long we keep the information

Exposure to ionising radiation can cause health effects many years in the future. It is important, therefore, that Aurora keeps sufficient details to enable accurate reporting of the exposure of its employees, and others to whom advice regarding those exposures was provided, for a significant length of time. As a result, if the goods or services you have provided are associated with our Client work, we will keep your information for the same period as our Client information, up to fifty years.

The health effects from some forms of non-ionising radiation are not well understood. As a result, if the goods or services you have provided are associated with our Client work, we will keep your information for the same period as our Client information, up to fifty years.

If the goods or services you provided were not associated with Client work, we will keep your information for ten years.

In all cases, we will delete any information relating to invoicing or payment after a period of ten years.

9 Individuals rights with regard to the information we hold

The GDPR includes the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing of the data
- The right to data portability
- The right to object
- The right not to be subject to automated decision-making including profiling

Aurora has a number of procedures which ensure that individuals rights are upheld and any requests are actioned in a timely manner.

10 How individuals can access the information we hold

If you would like to know what personal information we hold for you, please contact Aurora's HR Director (see section 12). We will endeavour to action your request within 5 working days.

11 Withdrawing consent to hold personal information

If you would like us to delete any of the personal information we hold for you, please contact Aurora's HR Director (see section 12). We will endeavour to action your request within 5 working days.

If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time. Please note, withdrawing consent will not affect the lawfulness of the processing before your consent was withdrawn. If you would to withdraw consent with regard to the personal information we hold for you, please contact Aurora's HR Director (see section 12). We will endeavour to action your request within 5 working days.

12 Who to contact with any data protection queries

If you have any queries with regard to this Privacy Notice or would like any further information regarding the personal data we hold (or would like to hold) for you, please contact Aurora's HR Director:

Name: Jill Reay email: jill.reay@aurorahp.co.uk mobile: 07970 478813

If you believe that we have not complied with the requirements of the GDPR with regard to your personal data, please contact the Information Commissioners' Office directly using the details on their website <https://ico.org.uk/concerns/>