



Thames Water Privacy Notice

Our contractors and suppliers

September 2020



Purpose

This section of our Privacy Notice explains how we use personal data provided by our contractors and suppliers for the purposes of procuring and paying for their services and goods.

Purpose (lawful basis for processing)

We require this data in order to:

- invite and evaluate quotes and tenders
- award contracts and issue purchase orders
- manage and administer the contracts once awarded
- assess performance of contractors and suppliers
- pay for the goods and services received

We normally only process personal data for this purpose where:

- It is necessary to enter into a **contract** or carry out a **contract** with the contractor or supplier - Article 6(1)(b) of the GDPR
- It is necessary to comply with our **legal obligations**, eg verifying working permits; or for compliance with accounting and taxation obligations – Article 6(1)(c) of the GDPR
- It is needed for the efficient and proper management of our business and assets so that we can perform our **public tasks** as a regulated business to meet the requirements set by our regulators such as Ofwat – Article 6(1)(e) of the GDPR

What type of personal information do we process for this purpose?

This may include:

- Contact details of bidders, their staff or sub-contractors such as their name, address, telephone number and email addresses
- CVs and identification data of staff proposed for the provision of the goods/services/works
- Copy of the company registration
- Bank account details
- Financial turnover/accounts
- Evidence of insurances held
- Details of any professional misconduct
- TUPE data (as applicable)
- Criminal activity/criminal record
- Health and safety records
- Evidence of the payment of social taxes
- Any other information gathered from other documents required in the invitation to tender or quotation documentation

Sharing data with third parties

We may provide your personal data to the police, the financial supervisory authorities, the tax and social security agencies, as well as courts, where we believe disclosure is necessary (i) as a matter of applicable law or regulation, or (ii) to exercise, establish or defend our legal rights.

We disclose personal data to our third-party vendors, service providers and partners who provide data processing services to us (e.g. IT platform management or support services) or who otherwise process personal data for purposes described in this privacy notice or notified to you when we collect your personal data.

We may also disclose your personal data with our auditors, advisors, legal representatives and similar agents in connection with the advisory services they provide to us for legitimate business purposes and under contractual prohibition of using the personal data for any other purpose.