

# Privacy Notice

## Central England Co-operative

March 2022

This Privacy Notice tells you about how Central England Co-operative uses personal data relating to procurement activity.

### About Central England Co-operative

Central England Co-operative is a successful, independent, community-based co-operative business owned and controlled by its members. Our family of businesses includes food stores and petrol filling stations, funeral homes, florists and investment properties.

Our use of personal data is different in each business. Please see the relevant sections in our [main privacy notice](#) for more information.

Central England Co-operative Limited is registered under the Cooperative and Community Benefit Societies Act 2014, number 10143R and has its registered address at Central House, Hermes Road, Lichfield, Staffordshire WS13 6RH.

### When we can use your personal data

We use the following lawful bases for processing information about you and your organisation:

- necessary to comply with a legal obligation
- necessary for the performance of a contract
- necessary for the Legitimate Interests of the society

### How we use and share personal data

- to manage procurement activity
- to process quotes and tenders
- to respond to supplier engagement
- to undertake supplier and contract management
- to support any tendering processes

### Personal data we collect and use

- name, address and contact information
- personal information relating to your business or service role
- financial information of sole traders and individuals who are self employed

### Who we may receive your personal data from

- provided to us directly by you
- provided by another organisation or business involved in the procurement process

### Who we share your personal data with

- external auditors and consultants
- fraud prevention agencies
- government departments

**Where we process personal data**

Your personal data will not be transferred or processed outside the European Union unless stated in the privacy notice sections for our businesses, above.

**How long we keep your personal data**

We will normally hold your data on file for 12 months and if no further interaction takes place, it will be securely destroyed.

Further information on retention periods is available through our [main privacy notice](#).

**Your information rights**

You have several rights in relation to the information that we hold about you and your company. For information about your rights, when they might apply and how to make a request to exercise them, please see our [main privacy notice](#).