

# RWE Generation UK plc.

## Privacy Notice

**RWE**

Powering. Reliable. Future.

# Privacy Notice

This notice concerns all our prospective, existing and former suppliers (referred to in this notice as “You” and “Your”). This notice informs you that we may be in possession of your personal data and provides transparency as to how we process such data, our legal basis for such use and your rights in relation to our processing of your personal data, as we are committed to protecting and respecting your privacy. We only process your personal data in accordance with this privacy notice and any associated Data Protection legislation. In this notice the terms “data controller”, “data processor”, “personal data” each have a meaning set by law, Regulation (EU) 2016/679 General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

## Scope

This document concerns RWE Generation UK plc. (the UK Generation business) including all its subsidiary companies and its suppliers.

## Processing of personal data

RWE Generation UK plc may have access to some of your personal data and will determine the purposes and means of processing such data. Processing includes collecting and storing of personal data and where RWE Generation UK plc processes third party personal data it will be considered as the ‘**data controller**.’ Therefore, we have a legal responsibility for how we collect and handle your data.

## Our group and your products/services

In order to enable such products and/or services to be provided by you, we may need to share your personal data within our group of companies. You can find out more about RWE on our website at [www.rwe.com](http://www.rwe.com).

## What personal data do we hold on you?

Whether or not you enter into a contract with us, we may collect personal data from you. We may receive personal data directly from you or we may receive your personal data indirectly from a third party. Usually, we collect personal information about you whenever we are in contact with you and if we are working together. This includes:

- Personal information that you provide when completing online forms via our company website. You may also provide personal information in paper form e.g. signing an agreement or when accessing our sites to deliver goods and/or services.
- If you contact us by phone, email or post, we may keep a record of that correspondence. Therefore, you may have provided personal information in your communications as you have been or are interested in doing business with us. We are also likely to collect personal information if you have or are currently providing goods and/or services.

Reference to your **personal data** means any data which, by itself or with other data we may hold, can be used to identify you. If you are a limited company this may only include your employees’ personal business contact details such as business email addresses and phone numbers. If you are a sole trader or partnership, more of the data we hold on your business will be classified as personal data such as financial information and bank account details.

The personal data we may hold will include one or more of the following:

- Business contact name and address (including individual names and addresses of partners or sole traders)
- Contact details may also include email addresses, landline numbers and mobile phone numbers)
- Date of birth
- Professional qualifications/Membership Numbers
- Car registration
- CVs submitted containing personal data as part of a tender submission
- NI Number (for CIS details)
- Unique taxpayer references (UTR)
- Financial Details
- Information from credit reference or fraud prevention agencies
- Registered Office Address (if different from above) Company Registration number (where appropriate)
- Insurance details plus copy certificates (if available)
- Images captured

If you provide information on behalf of anyone else then in doing so you are confirming that you have explained how their information may be used by us and they have given you permission to do so.

You must let us know if any of your contact details change so that we can update our records.

## What data sourcing methods do we use?

Most of the personal data we hold on you is collected in a variety of formats including e-mail, post, phone and/or other electronic means. Most of the personal data we hold on you is collected directly by us but we may also collect information from third parties and other industry sources. Third parties will include other industry organisations and companies who have received and/or are involved in the provision of your products and/or services and may include suppliers, agencies, manufacturers etc. This may include referees verifying standards of the products and/or services you have provided. We may also use other external data sources and other companies where you have provided your consent to share your personal data with us.

## Using your personal data

This section explains the reasons we will process your personal data and the legal basis we use to do so.

We may only process personal data if we have a legal basis for doing so. The legal bases we rely on to process personal data are as follows:

- Processing is necessary for the performance of a contract or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the purposes of legitimate interests
- Consent

We may carry out the following processing to enter into a contract with you:

- Contact you to make an initial enquiry
- Invite you to tender
- Vendor set up in our Procurement and Finance System
- Vendor pre-approval system
- Contract award
- Make payments against valid invoices
- Billing
- Contract management throughout the term of the contract
- Receive and action calls and e-mails in relation to your contract and/or account
- Updating records where necessary
- Complying with any other bespoke contractual requirements (for example bespoke reporting arrangements)
- Setting up and managing your account, which may involve interaction with each service area of our business
- Validating invoices/credit notes and processing billing/tax information
- Sharing data within the group of companies where necessary to provide services

- Obtaining references

We will carry out the following processing as necessary for our own legitimate interests:

- Recording calls to monitor activities on your account and for internal training purposes
- Responding to and/or addressing complaints and/or claims
- Transferring data between internal departments to share information to fulfil an obligation
- Analysing data for auditing purposes
- Managing payments
- Ensuring the information we hold is accurate and up to date
- Registers on site for signing in and out
- Accident register

We will carry out processing where required to comply with a legal obligation:

- Sending data to comply with data protection obligations (for example when responding to a data subject access request).
- Compliance with all legal and regulatory requirements e.g. Modern Slavery Act 2015.

We may also process personal information, such as medical information to protect your vital interests

## We may share your personal data with third parties

Some of the personal data we hold we may share with third parties such as agents and other service providers. We may do so for the following reasons:

- We may share personal data with other companies in our group of companies. This may also mean that your personal data is accessed for support and administration purposes.
- Where developing and testing our IT systems or diagnosing and dealing with IT incidents our IT subcontractors may require access to your personal data.
- To agents and service providers (including IT service providers who host our databases) to support our business who may have access to our systems and data in order to provide services to us.
- If an organisation takes over our business or assets we will pass your personal data on to them.
- To obtain professional advice, our legal and professional advisers including our auditors may have access to your personal data.

## How we keep your personal data safe?

Any personal data you send via the post or email is at your own risk but once we receive it we use strict procedural and electronic safeguards to protect it.

Personal data is only shared with those individuals (either our staff or third parties) who need access to such information in order to carry out the processing as set out in this Privacy Notice.

We have in place an ISO 27001 aligned information security management system that ensures the necessary organisational and technical controls are in place to protect all Personal Data we hold or process from accidental loss, destruction, damage, unauthorised alteration or disclosure. Controls include but are not limited to information security & data protection policies, data classification, risk management processes, system and user access controls, physical security, encryption, staff awareness and training, malware protection, intrusion detection and prevention systems and incident response and management processes. Furthermore regular testing and evaluation of the effectiveness of these technical and organisational measures is carried out.

## Data retention

We will keep your personal data for as long as we need it for the provision of your products and/or services to us and to comply with our legal obligations, to enable us to resolve any disputes and to enforce our legal rights. This may vary depending on the type of personal data we hold but our policy is to not retain any data for longer than we need to.

## Your rights

You have the following rights in specific circumstances in relation to the personal data we hold on you:

- **The right to be informed about our processing** - the information in this Privacy Notice is intended to inform you about the processing we carry out.

- **The right to have personal data corrected if it is inaccurate or incomplete** – you can ask us to change or complete any inaccurate or incomplete or incorrect personal data that we hold about you.

- **The right to withdraw consent** – if you have given us consent to process your personal data you have the right to withdraw that consent at any time by contacting The Data Protection Officer, Company Secretariat, RWE Generation UK plc., Windmill Hill Business Park, Whitehill Way, Swindon, Wiltshire, SN5 6PB.

- **The right to object to processing based on it being in our legitimate interests** – where we rely on the legitimate interests legal basis to process your personal data you have the right to object to us using your personal data for those purposes. We do not have to stop processing your personal data if we can show that it is in our overriding interests to carry on processing your personal data and it will not cause you unjustified harm.

- **The right to restrict processing** - you can ask us to restrict the personal data we use about you where you have asked for it to be erased or you have objected to our use of it.

- **The right to have personal data erased** – you have the right to have personal data deleted where it is no longer necessary for us to use it, you have withdrawn consent or we have no lawful basis to keep it.

- **The right to request access to your personal data and information about how we process it** - this is known as a subject access request and can be made in writing, by email or by phone. We will not charge a fee unless your request is manifestly unfounded or excessive (particularly if it is repetitive) when we may charge you a reasonable fee based on our administrative costs.

- **The right to move, copy or transfer personal data** – you can ask us to provide you or a third party with some of the personal data we hold about you in a structured, commonly used electronic form so it can be easily transferred.

You also have the right to raise a complaint with the Information Commissioner's Office (ICO) if you have concerns about how we process your personal data.

If you contact the ICO before you have contacted us the ICO may ask you to contact us to see if we can help you and resolve your complaint before the ICO will investigate.

The ICO can be contacted via their website at [www.ico.org.uk](http://www.ico.org.uk), by phone on 0303 123 1113 or by post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

## Changes to this Privacy Notice

We may update this Privacy Notice from time to time. Significant changes to the personal data we hold on you or the way in which we use your personal data will always be highlighted to you.

## Queries

Should you have any queries about our processing of your personal data please write to our Data Protection Officer at RWE Generation UK plc, Windmill Hill Business Park, Whitehill Way, Swindon, SN5 6PB.