

**For: People who respond to
a tender exercise**

**Version 2.0
20 April 2023**

Author: Stephen Eodanable

Who is SCRA and what is this privacy notice for?

The Scottish Children's Reporter Administration (SCRA) is a national organisation focused on the most at risk children and young people in our society. SCRA has been in operation since 1st April 1996. Our main responsibilities are set out in the [Children's Hearings \(Scotland\) Act 2011](#) and include:

- To facilitate the work of Children's Reporters,
- To deploy and manage staff to carry out that work,
- To provide suitable accommodation for Children's Hearings.

SCRA is part of the Children's Hearings System. It aims to be a safety net for vulnerable children and young people, deliver solutions which meet the needs of the individuals involved, and to help to build stronger families and safer communities.

SCRA is a Data Controller, as defined in data protection law. SCRA's head office is at Ochil House, Springkerse Business Park, Stirling, FK7 7XE and it has various office locations throughout Scotland. Our Data Protection Officer can be contacted at Inforequest@scra.gov.uk or on 0131 244 7202.

This privacy notice relates to the personal information we process about you, as part of tender exercises conducted at SCRA. It explains what personal information we process about you when you submit a response in relation to a tender exercise, why we process it, and what we do with it. It also explains your rights under data protection law.

SCRA is committed to ensuring all personal information is processed in accordance with data protection law.

Why do we need to process your personal information?

We need to process your personal information in order to allow SCRA to evaluate bids received, contact you about tender and procurement related matters, create contracts with the successful supplier and ensure contract requirements are met. The processing is necessary because you have asked us to consider your response in relation to a tender exercise. The legal basis for processing your data is for the performance of a task carried out in the public interest.

Who has access to your personal information?

The following SCRA employees will have access to your personal information:

- Procurement staff
- SCRA employees involved in the tender exercise

Who will we share your personal information with?

If the tender relates to a Works Contract rather than Goods or Services, SCRA may instruct an external consultant to carry out tender analysis of the bids received. In these circumstances, your personal information will be shared with the consultant.

How long will we hold your information?

We will only keep your information while there is an ongoing business need or regulatory requirement to retain the information. Once personal information is no longer needed, it is securely destroyed. For successful tenders, your information will be retained for 5 years after expiry of the contract, in line with our [Record of Processing Activities](#). For unsuccessful tenders, your information will be securely destroyed from our files one year after the tender exercise has been completed. Public Contracts Scotland also automatically delete all tender responses from their portal after one year.

What are your rights?

One of the key objectives of data protection law is to protect and strengthen your rights as data subjects in respect of the processing of your personal data.

Under data protection law, you have rights including:

- **The right to be informed** – You have the right to be informed about the collection and use of your personal data unless an exception applies.
- **The right of access** - You have the right to ask us for copies of your personal information.
- **The right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **The right to restrict processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **The right to object** - You have the right to object to the processing of your personal information in certain circumstances.
- **The right to not be evaluated on the basis of automated processing** – You have the right not to be subject to a decision based solely on automated processing, including profiling, that produces legal effects which concern you.

Information on all of your rights, including how you can exercise these rights and where exemptions may apply can be found on the Information Commissioner's Office [website](#).



What can you do if you are unhappy with the way we process your information?

If you are unhappy with the way we process your information, please speak to our Data Protection Officer. The Data Protection Officer can be contacted at inforequest@scra.gov.uk and on 0131 244 7202. You can also write to them at Ochil House, Springkerse Business Park, Stirling, FK7 7XE.

If you remain unhappy with the way we process your information you can also complain to the Information Commissioner's Office at the contact details below:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

