



PROCEDURE TITLE		DATE OF APPROVAL
NCG Business to Business Privacy Notice		May 2024
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	2	May 2027

OWNER	Director of Assurance & Risk		
GROUP EXECUTIVE LEAD	Chief Finance Officer		
DOCUMENT TYPE	Policy <input type="checkbox"/>	Group Procedure <input checked="" type="checkbox"/>	Local Procedure <input type="checkbox"/>
PURPOSE	This privacy notice states the type of personal information which we collect, how we collect and process that information, who we share it with in relation to the services that we provide, as well as your rights under the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018.		
APPLICABLE TO	Representatives from organisations (such as businesses, charities and local authorities) and sole traders who have an intended, established or previous relationship with NCG. This notice also applies to representatives from organisations who we have engaged with as part of market research		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
KEY THINGS TO KNOW ABOUT THIS POLICY	This notice also contains information about who we are and how to contact us in relation to your personal data. The notice is designed to comply with relevant legislation including the Data Protection Act 2018 and the UK General Data Protection Regulation GDPR.		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on the privacy notice, know their responsibilities in relation to the procedure and comply with the terms.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> • NCG Data Protection Policy • NCG Special Category Data and Criminal Convictions Data Policy • NCG Criminal Records Disclosure Policy

	<ul style="list-style-type: none">• NCG Records Management Policy
KEYWORDS	<ul style="list-style-type: none">• UK General Data Protection Regulations (UK GDPR)• Data Protection Act 2018.• Personal Data

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input type="checkbox"/>	
Age	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	<p>This is 'reality check' question to ensure that this is not a simple box ticking exercise.</p> <p>A simple way of ensuring that this is the case is to ensure that the policy/process author has consulted with peers and appropriate groups of people in the Group.</p> <p>As a general rule, the wider the reach and potential impact of the Policy the wider the consultation.</p>		

1. GENERAL PROCEDURE STATEMENT

This notice applies to representatives from organisations (such as businesses, charities and local authorities) and sole traders who have an intended, established or previous relationship with NCG. This notice also applies to representatives from organisations who we have engaged with as part of market research. This privacy notice states the type of personal information which we collect, how we collect and process that information, who we share it with in relation to the services that we provide, as well as your rights under the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018.

This notice also contains information about who we are and how to contact us in relation to your personal data. This notice can be updated at any time, and we will inform you if this occurs.

2. DATA CONTROLLER

NCG is a registered data controller with the Information Commissioner's Office (ICO) with the registration number Z6977454. This means that we are responsible for how we hold and use your personal data.

NCG and the colleges that it consists of (referred to collectively as "NCG" or "we" or "our") are responsible for your personal data. NCG is made up of the following colleges (in addition to its Professional Services departments):

- Carlisle College
- Kidderminster College
- Lewisham College
- Newcastle College
- Newcastle Sixth Form College
- Southwark College
- West Lancashire College

Our registered head office address is:

NCG

Rye Hill House

Scotswood Road

Newcastle Upon Tyne

NE4 7SA

3. KEY DEFINITIONS

'Personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

'Processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

4. THE TYPES OF DATA WE HOLD

We may process one or more of the following personal data about representatives from organisations and sole traders who we have engaged with as part of market research or have an intended, established, or previous relationship with:

- Identifiers – including name, date of birth / age, title, nationality, gender, national insurance number, unique taxpayer reference (UTR) / tax reference for self-employed individuals and signatures provided to us.
- Contact details – including email address, telephone number, and postal address.

- Images, audio and video recordings – including recording virtual meetings and CCTV footage.
- Financial information – including bank details, and VAT numbers
- Employment details – including job title and industry / sector.
- Employee disclosure and barring service (DBS) certificate numbers and qualification certificates.

5. SPECIAL CATEGORY DATA AND CRIMINAL CONVICTION DATA

Some of your personal data is recognised under the UK GDPR as special category data which is data that reveals any of the following:

- Racial or ethnic origin
- Political opinion
- Religion
- Philosophical belief
- Trade union membership
- Sexual orientation
- Health
- Genetic data
- Biometric data

NCG will only process special category data and data that reveals information about criminal convictions where you have provided consent, or where there is a lawful reason to do so for example, under the Equality Act 2010.

The NCG Special Category Data and Criminal Convictions Data Policy explains our obligations to process special category data and is available on our website [here](#) and can be made available upon request.

You may be required to carry out a Disclosure Barring Service (DBS) check that discloses any criminal conviction data, to enter a contract with NCG. The nature of the contract will determine whether a DBS check is required.

The NCG Criminal Records Disclosure Policy is available on our website [here](#) and can be made available upon request and this explains our obligations to carry out these checks.

6. HOW WE OBTAIN PERSONAL DATA

We obtain personal data about you from the following sources:

- Direct from you via contact / business cards.
- From email, telephone or web enquiries.
- You have signed up to an event at NCG.
- From your attendance at events hosted by or attended by NCG.
- Direct from you through paperwork that you complete at the start of and during a relationship with NCG.
- Through bids and tenders.
- Any referrals received from an external organisation i.e. one of your colleagues or contacts.
- From governmental registers where personal data relating to employees of a company is made available to the public domain from Companies House.

7. WHY WE PROCESS PERSONAL DATA

Our partnerships with organisations support investment in skills, innovation, enterprise, entrepreneurship and economic growth, as well as improving the employment opportunities available to students and learners. We store data so we can monitor our relationships with external organisations to ensure a useful and accurate response is delivered in a timely manner. Without this data, we're not able to manage our relationship or correspond with you regarding opportunities that may be of interest to you.

NCG processes your personal data for the following purposes:

- Registration and administration of relationships with organisations.

- Managing our commercial arrangements whether you are a supplier in respect of the supply of goods and services that NCG may need or an organisation that uses our services.
- Management of enquiries.
- As part of the procurement process.
- To ensure the information we hold about you is up to date and accurate.
- To administer and fulfil requirements as agreed in the contract and any related terms and conditions.
- To notify you about changes to our service.
- To ensure we meet any and all legal obligations with regards to the service we provide to you.
- To provide you with the information and services that you request from us.
- Administration of organisational activities e.g. registration and invitation to events including for the purposes of feedback.
- To detect, investigate and prevent crime including fraud.
- Process any complaint you submit.
- To meet legislative, statutory, contractual and audit requirements
- Pursuit of social activities e.g. inviting partners to corporate events.
- Management of projects and contracts including commissioned and collaborative projects, apprenticeship provision, educational courses, rental of learning facilities and consultancy.
- Processing and recovery of accounts and payments. This includes issuing purchase orders and invoices.
- Building strategic partnerships and relationships, making connections between parties and communities interested in advancing or investigating areas of mutual interest.

This is not an exhaustive list and there may be other purposes not listed which are compatible with the original purpose for which your data is collated.

Data protection legislation requires NCG to have a lawful basis to process your personal data and the lawful bases that we rely on include:

- **Contract** – When you enter into a contract with NCG, we will need to process your personal data in order to perform the contract. We will also need to process your data in order to take steps prior to entering into a contract.
- **Legitimate Interest** – We may process your personal data if it is necessary for our legitimate interests, and you would reasonably expect us to hold and use this data. When we process your personal data based on Legitimate Interest, we shall inform you of these interests.
- **Consent** – For any processing of personal data that falls outside of the other legal bases, we will rely on consent. In these instances, we shall seek to obtain and record your consent before we proceed with processing the data involved.
- **Legal Obligation** – NCG is governed by certain legislation, regulations and standards that may require us to retain your personal data as well as share it with a range of different organisations and public sector agencies or government bodies.

Where we do not have a legal obligation, contractual relationship or recorded consent from you, our processing of your contact details is based on our legitimate interests in developing and maintaining a professional relationship with you. Your objection to us processing these details shall nullify our legitimate interests. Where we rely on legitimate interest as the lawful bases for processing your personal data, your interests and fundamental rights do not override those interests.

8. WHEN WILL WE SHARE PERSONAL DATA

We may share your information with third parties who provide elements of services to us, or directly to you on our behalf. This includes mailing houses and printing companies who send out mail and print on our behalf. These organisations are known as data processors. We have contracts in place with our data processors to safeguard your personal data and to ensure that they do not do anything with your personal data unless we have explicitly instructed them to do so.

Our data processors will not share your personal data with any organisation apart from us without our consent, and they will ensure it is stored securely for the timeframe that we instruct.

At no time will your personal data be sold to other organisations for marketing or sales purposes. We may share your data with third parties in the context of a sale of some or all of NCG's business.

NCG may share your data with students from NCG where our relationship with you requires this.

NCG may be obliged to provide information to the police, local authorities or relevant government departments if it is deemed necessary under the appropriate exemption/derogation for the prevention or detection of crime.

9. TRANSFERRING PERSONAL DATA OUTSIDE OF THE EUROPEAN ECONOMIC AREA (EEA)

NCG do not routinely transfer your personal data outside of the EEA. However, on rare occasions, some organisations that process data on our behalf may store data in cloud services outside of the EEA. These transfers will only be made to services hosted in countries with which there are appropriate safeguards.

10. HOW WE STORE PERSONAL DATA

Your information is securely stored by both NCG as your data controller and our data processors whom we have agreements in place with to safeguard your personal data.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

The time period we will store your personal data for is outlined within our Document Retention Schedule which can be accessed on our website and [here](#). Further details regarding how we manage our records at NCG including how we dispose your information is detailed within our Record Management Policy which can be accessed on our website and [here](#).

11. YOUR RIGHTS

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Access your Information

UK GDPR grants you the right to contact us to request details concerning the personal information we hold about you, why we have that information, who has access to the information and where we got the information from. You can submit a subject access request to obtain access to your personal data that we hold by sending your request to DPO@ncgrp.co.uk. Once we have received your request, we will respond within one calendar month unless we need to extend that period owing to the complexity of your request (to a maximum of three calendar months in total).

Rectifying Data

If the data we hold about you is out of date, incomplete or incorrect, you can inform us, and we will ensure that it is updated.

Erasing Data

If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold. When we receive your request, we will confirm whether the data has been deleted or tell you the reason why it cannot be deleted.

Restricting Processing

In certain circumstances, you have the right to request that NCG stops processing your data. Upon receiving the request, we will contact you to tell you if we are able to comply or if we have legitimate grounds to continue. If the data is no longer processed, we may continue to hold your data to comply with your other rights.

Data Portability

You have the right to request that we transfer your data to another organisation or to receive a copy of your data in a common format. Once we have received your request, we will comply where it is feasible to do so.

Object to Direct Marketing

All communication with you, including in relation to updates to this privacy notice, will be made via the preferred method of communication that you have registered with us.

If, at any stage, you are concerned about the content (e.g. unwanted marketing), frequency or method of these communications, you can notify us of your decision at any time.

The Right to Object to Automated Decision Making / Profiling

You have the right not to be subject to automated decision making (making a decision solely based on automated means without any human involvement) and profiling (automated processing of personal data to evaluate certain things about the individual). NCG do not currently carry out any automated decision making or profiling.

Withdrawing Consent

In instances where we need your consent to process your information, we will ask you to make a positive indication e.g. to tick a box or insert your contact details on the relevant form or web page. By actively providing us with your consent, you are stating that you have been informed of the type of personal information that will be processed, the reasons for such processing, how it will be used, for how long it will be kept, who else will have access to it and what your rights are as a data subject and that you have read and understood this privacy policy.

Where processing is based on consent, you have the right to withdraw consent at any time, and you can request this by speaking to a member of staff or contacting our Data Protection Officer at the contact details below.

12. COMPLAINTS TO THE INFORMATION COMMISSIONER'S (ICO)

Should you be dissatisfied with our processing of your personal data, you have the right to complain to the ICO. For more information, please see the ICO's website:

<https://ico.org.uk/>

13. NCG'S DATA PROTECTION OFFICER

If you would like to exercise any of the rights above, have any questions that you feel have not been covered by this privacy notice, or if you have concerns or a complaint in relation to NCG's processing of your personal data, please do not hesitate to contact us by email (dpo@ncgrp.co.uk) or in writing to:

Data Protection Officer (NCG)
Rye Hill House
Scotswood Road
Newcastle Upon Tyne
NE4 7SA

Copies of this privacy notice in alternative formats are available upon request.

14. STATEMENT ON IMPLEMENTATION

Upon approval, this procedure will be uploaded to the policy portal and communicated to staff via The Business Round-Up.

15. STATEMENT ON CONSULTATION

This procedure has been reviewed by the Governance and Risk team.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1	N/A	New Document	Director of Assurance & Risk	March 2021
2	Full Review	The notice has been reviewed to ensure it complies with the ICO guidelines. Minor amendments.	Director of Assurance & Risk	May 2024