



## **PRIVACY POLICY FOR OUR SUPPLIERS**

In seeking to enter into and/or perform a contract with you for the provision of your goods and/or services to us, we may process your personal information, particularly if you trade in your capacity as an individual. We will only use the personal information that we hold about you in accordance with this privacy policy. Please read this privacy policy carefully. We take privacy matters very seriously and are committed to protecting your privacy.

This privacy policy explains how we may obtain personal information about you and how we will process that personal information from time to time. We reserve the right to modify our privacy policy from time to time and, when this happens, we will make the modified notice available to you.

We refer to the company in the Northern Powergrid group, with which you have a contract for the provision of your goods and/or services as “Northern Powergrid”, “we” or “us”, as appropriate, in this privacy policy.

### **WHAT INFORMATION ABOUT YOU WILL WE USE?**

In order to enter into and perform the contract you have with us, we may collect, retain and process personal information about you. The categories of personal information we may use for that purpose include:

- i) Your name, address, telephone number(s), personal e-mail address and any other contact details you may provide;
- ii) The terms and conditions of your contract with us, including details of the goods and/or services you provide and the price we will pay you;
- iii) Your bank account details and details of any payments we make to you; and
- iv) Details of your qualifications, skills, experience and employment history, if applicable.

### **WHY WE COLLECT PERSONAL INFORMATION ABOUT YOU AND HOW WE USE THAT INFORMATION**

We process your personal information in order to enter into, perform and administer the contract you have with us and, if it is necessary for us to do so, to comply with any legal obligations or other statutory duties, to which we are subject.

Consequently, we believe that the bases, on which we process your personal information, are in order to enter into a contract we have with you, to meet our obligations under that contract and to meet any legal obligations placed upon us.

### **WITH WHOM WILL WE SHARE YOUR PERSONAL INFORMATION?**

Your information will be shared internally and between companies in the Northern Powergrid group, managers in the business area to which your contract is relevant, the executive and senior management teams and IT staff, if access to your personal data is necessary for performance of their roles.

We may disclose your personal information to third parties when we are required to do so by law, including to the Police, other law enforcement agencies and Her Majesty’s Revenue and Customs.

## **FOR HOW LONG WILL WE RETAIN YOUR PERSONAL INFORMATION?**

It is our policy to retain contractual information for a period of seven or 12 years, as appropriate to the type of contract we have with you.

## **PROTECTING YOUR INFORMATION**

We maintain stringent security measures designed to protect your personal information. Our core information security principles are to protect personal data in terms of:

- Confidentiality, by protecting personal data from breaches, unauthorised disclosures, loss of or unauthorised viewing;
- Integrity, by not allowing personal data to be modified without due cause; and
- Availability, by protecting personal data from disruption.

To achieve this, the measures we implement include adhering to various security standards, including physical and technological protection, data encryption and having in place a suite of policy and procedural documentation in respect of the way in which we handle and keep personal data secure.

## **TRANSFERRING PERSONAL INFORMATION INTERNATIONALLY**

We may need to transfer personal information to our outsourced IT Infrastructure Services providers in India and/or other countries that are outside the European Economic Area. In doing so, we have ensured and will continue to ensure that we have in place appropriate safeguards to protect that information, including at least one of the safeguards required by the General Data Protection Regulation.

Otherwise, we will not transfer your personal information to a third party outside of the European Economic Area unless you have confirmed to us that you are happy for us to do so.

## **CONTACTING US AND YOUR RIGHTS**

The controller of your personal information is the company in the Northern Powergrid group, with which you have a contract.

If you would like to contact us about how we process your personal information, you can do so by contacting our Data Protection Officer, whose details are:

John Elliott  
Head of Regulatory Compliance  
Northern Powergrid  
Lloyds Court  
78 Grey Street  
Newcastle upon Tyne  
NE1 6AF

Subject to certain conditions, you have the right to:

- i) Access your personal information;
- ii) Have your personal information rectified or erased;
- iii) Restrict our processing of your personal information;

- iv) Object to our processing of your personal information; and
- v) The portability of your personal information e.g. to receive that information in a “machine-readable format”.

If we are processing any of your personal data based on you having given us consent to do so, you have the right to withdraw that consent at any time. However, this will not affect the lawfulness of any processing we may have undertaken based on your consent before it is withdrawn.

We will not use any automated decision-making in our processing of your personal data.

You have the right to complain to the Information Commissioner’s Office about the way in which we process your personal information. You may do so by using the “Report a Concern” button on the Information Commissioner’s website at <https://ico.org.uk/> or by writing to:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

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