

CIPS Corporate Award Privacy Notice – Welsh Government

The Welsh Government support multiple programmes of wider procurement capability and capacity development that includes the provision of professional learning and development opportunities through the Chartered Institute of Procurement and Supply (CIPS) Corporate Award route. Welsh Government will hold personal data on record to assist with programme development, coordination, promotion and review

Both the Welsh Government and CIPS are the data controllers and the data processor for all data collected by the team. A data controller determines how and why personal data can be processed.

This privacy notice gives you general information on how we handle your data throughout the CIPS CA Practitioner / Advanced Practitioner programmes.

What personal data do we hold and where do we get this information?

Personal data is defined under the General Data Protection Regulation (GDPR) as 'any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier.'

The Welsh Government is working with the Chartered Institute of Procurement and Supply to deliver a Corporate Award Programme for the Welsh public sector. The Welsh Government will be funding a fixed number of places for students to study the Corporate Award Practitioner and Advanced Practitioner programmes delivered by the Chartered Institute of Procurement and Supply ("CIPS").

When a student submits an Expression of Interest, Application Form, and signs the Learner Agreement the Welsh Government will collect yours and your employers personal data. This includes:

- Name
- E-mail address
- Organisation
- Employment details
- Any other personal data provided to us as part of your application or participation in CIPS CA including CIPS membership details and exam results.

The Welsh Government will hold your personal data to develop, coordinate, promote and deliver the CIPS CA programmes. By providing your personal data, Welsh Government reserve the right to contact you about procurement matters affecting the public sector in Wales. Specific activities that require the use of your data includes:

- Responding to queries
- To assist in the student selection process
- Programme onboarding
- Day to day administration
- Monitoring programme progression to ensure compliance to the Learning Agreement
- Collecting programme feedback
- Monitoring programme funding, administration, and delivery
- Monitoring programme deferrals and withdrawals
- Reporting student performance with their employer, including attendance, results and resubmissions.
- To evaluate the Chartered Institute of Procurement & Supply (CIPS) Corporate Award (CA) Programme performance.

Reporting

The Welsh Government will have access to students results and resubmissions. This data will be used in reporting across Welsh Government. Student records such as results and resubmissions can be shared with their employer to monitor progress throughout the course of the programme. Where possible the Welsh Government will remove your personal information in reporting to wider

audiences. Student information is held on a master programme record and used only for the purposes outlined in this notice.

What is the lawful basis for using your personal data?

Under Article 6 of UK General Data Protection Regulations The lawful basis of processing information is Legitimate Interest. That is by processing your personal data, the Welsh Government will be able assist in the development, coordination, promotion, review and delivery of the CIPS Corporate Award Programme.

Increased participation in the CIPS Corporate Award Programme allows Welsh Government to meet the following objectives:

- Support to professionalise Welsh public procurement, grow commercial knowledge, capability and indirectly capacity
- Increase the number of procurement professionals across the WPS to support delivery against our policy priorities in Wales.

How secure is your personal data and who do we share your information with?

Personally identifiable information shared will be held by the Welsh Government's Commercial Procurement Capability Team is accessed by staff members within this division. Any information provided is stored on a protected area of iShare (Welsh Government's internal document management system).

The Welsh Government will share your information with CIPS to ensure that that the programme delivered meets the needs of the Learners Agreement. CIPS have the right to hold your data, please view their Privacy Notice by clicking [here](#).

Welsh Government will share personal data with Miller Research (UK) LTD. The aim of the review is to evaluate the strategic alignment of the CA programme with Welsh Government priorities, evaluate its learning outcomes and impact, and to help inform the future direction of the programme. You can [view the full CIPS Corporate Award programme review privacy notice](#) here.

How long do we keep your personal data?

We will keep any personal identifiable information for up to 5 years. After a period of 5 years the data held on file will be reviewed. If the data is no longer being used, it will be redacted from our records.

Student's that are unsuccessful in receiving funding to complete CIPS studies may be placed on a waiting list. Given this circumstance the Welsh government will hold personal data until your placement has been completed.

Individual rights

Under GDPR, you have the following rights in relation to the personal information you provide through any of the research conducted through the Employee Research Programme, specifically you have the right:

- To access a copy of your own data.
- For us to rectify inaccuracies in that data.
- To object to or restrict processing (in certain circumstances).
- For your data to be 'erased' (in certain circumstances); and
- To lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

The contact details for the Information Commissioner's Office are Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Phone: 01625 545 745 or 0303 123 1113. Website: www.ico.gov.uk

Further Information

If you have any further questions about how the data provided as part of this work will be used by the Welsh Government or wish to exercise your rights using the General Data Protection Regulation, please contact:

Name: Simon Brindle

E-mail address: simon.brindle@gov.wales

Telephone number: 03000 257310

The Welsh Government's Data Protection Officer can be contacted at:

Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

Email: DataProtectionOfficer@gov.wales