



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

## RBKC Supply Chain Client Registration Form

Name of Company:				
Address & Post Code				
Telephone/mobile				
Email				
Website				
Contact(s) & Title(s)				
Business activities				
Examples of recent work				
Year started trading				
Legal structure				
Turnover (latest)		Number of employees:		
Avg. size of contact		Largest size of contract you could take on		
Do you have any of the following Accreditations (Tick all applicable)	CHAS		Constructionline	
	Safe Contractor		Exor	
	ISO 14001		ISO 9001	
	OHSAS 18001		BS 8555	
	Achilles Building Confidence		Other(s) (please state)	
	SSIP*			

\*(Safety Schemes in Procurement)

**I confirm that the information above is true and accurate to the best of my knowledge.**

**X**

**X**

.....  
**Signed by Participant**

**Date:**

**Print Name:**.....

I have read and accept the privacy policy (see overleaf)



## **Privacy Policy summary**

### **Who we are**

We are MTW Consultants Ltd which delivers the **Kensington and Chelsea Supply Chain initiative**, on behalf of the Royal Borough of Kensington and Chelsea ("the Council").

### **What do we do with the data**

#### ***Mailing database***

We use the data that you have provided in this form to carry out direct B2B marketing of the free workshops and events we put on. The lawful basis we use for this processing is "Legitimate Interest" for "direct marketing". This is covered in the GDPR.

#### ***Registration form***

We use this more detailed data to populate a company profile on your business. This helps us to position you for appropriate opportunities from buyers. We share your profile with main contractors and other buyers who are looking to procure a supplier of your service/trade and to provide sufficient information for them to consider approaching you. This is also used to compile a directory of local suppliers for buying organisations with a one page profile on each supplier.

### **Why are we collecting it?**

#### ***Mailing database***

We are collecting names, email addresses and telephone numbers of businesses in Kensington and Chelsea to make them aware of this free business support and to recruit them on to the project so they can benefit from training and being matched with the pipeline of opportunities we are obtaining from buying organisations active in the borough.

#### ***Registration form***

We are asking participants to complete this Registration form so that they can be kept fully informed about the events and workshops but mainly to 'match' suppliers with appropriate opportunities and to give the Buyers the key information they need to decide whether to consider the company for a specific procurement opportunity and to enable them to contact the company directly.

#### ***Directory***

The company profiles are also used to compile a Directory of local construction related companies which is made available to buyers in a pdf format.

### **How long do we keep the data**

We will keep the data until 30<sup>th</sup> June 2019 or until such time as the Pilot Local Procurement Initiative or its extension in Kensington and Chelsea comes to an end.

### **Who do we share it with?**

Apart from Buyers looking for your trade/service, we share this data with a Telemarketing company that helps us to promote our events and workshops. They do not make use of the data for any other purposes. The data is also made available to the Council for the purposes of promoting their other business support services.

### **What's the legal basis for holding and using this information?**

We rely on our legitimate interest as justification for holding and processing this data - in that we are delivering free business support to local companies within a limited timescale and need to know who the relevant beneficiaries are. We need to be able to communicate with businesses that have registered on to the programme and inform them of events and opportunities.

For sending any kind of electronic communication (email, text) we rely on your consent, which you can give or withdraw at any time.

#### **Your right to object**

You have the right to object to the processing of your personal data that we carry out. The quickest way to do this is to use the unsubscribe link in one of the emails we periodically send you. Alternatively write to us at [hfb4b@mtwconsultants.co.uk](mailto:hfb4b@mtwconsultants.co.uk)

