

Privacy Policy

Who we are

We are MTW Consultants Ltd who deliver the **Hammersmith and Fulham Supply Chain project**, on behalf of Hammersmith & Fulham Council ("the Council"). This is the Local Procurement Initiative in Hammersmith & Fulham, which is funded by the Council and Mayor of London. Our aims are to help local construction related companies to win work from the major property developments in the borough and to assist Main Contractors working on local sites to find good local subcontractors and suppliers. This service is fully funded and is free for all participants.

The data that we hold

Mailing database

Included with the entry in the database is your name and direct email address, business telephone number and business activities. The GDPR classes your name as personal data. The email address, if it includes your name, is also classed as personal data.

Registration form

For those of you that have completed our Registration Form, or subsequently complete it, we hold this additional information which covers the above information plus your company's address, main activities, examples of previous projects, turnover, number of employees, average and largest contract size, date the company started and accreditations you hold.

What do we do with the data

Mailing database

We use the data 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. The people we share your details with may contact you to explain their own lawful basis. This data is also made available to the Council for the purposes of promoting their other business support services.

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.

The form also contains questions about the ethnic origin, gender and disability status of the majority owner of the business. This data is aggregated to provide the Council with evidence that we are providing services for a cross section of different groups for equalities purposes. It remains anonymous and will be destroyed once the project comes to an end.

Why are we collecting it?

Mailing database

We are collecting names, email addresses and telephone numbers of businesses in Hammersmith & Fulham 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 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 31st December 2019 or until such time as the Local Procurement Initiative in Hammersmith & Fulham comes to an end.

Who do we share it with?

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. Where we pass data onto a third party we'll confirm with them in writing that the third party has appropriate safeguards and data protection policies that keep your data safe.

To ensure your data remains under the jurisdiction of UK and European data protection laws, we will not store data outside the European Economic Area. We will ensure third parties do not store data outside the EEA, or can satisfy us that necessary precautions are taken to safeguard your data if they do (in compliance with data protection laws).

Where does the data come from.

Your details will have been obtained from several sources but primarily from the information you have provided to us on the registration form and when we have met with you. Other sources include commercial mailing lists, Companies House, third parties and online resources. You may ask for the data specific to your records in the form of a Data Subject Access Request.

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 lbhf@mtwconsultants.co.uk

About MTW Consultants Ltd

MTW Consultants Ltd is a business consultancy specialising in the management and delivery of Business support programmes and other regeneration projects. We handle personal data of the companies that we support on a 'legitimate interest' basis i.e. there is a legitimate interest for your company to be part of such a programme which is designed to support you with training and business opportunities. We are classified as a Data controller for data protection purposes.