



GDPR and Procurement (GUIDANCE FOR MANAGERS INVOLVED IN PROCUREMENT)

What does GDPR mean for Procurement?

The University regularly works with other parties, and we regularly engage third party suppliers to undertake work on our behalf, or provide us with systems to support our work. These relationships will often involve the transfer of personal data to third parties often to hold on our behalf in their systems. Therefore we need to ensure all our interactions with third party suppliers are GDPR compliant.

What we are doing to prepare:

Data protection legislation requires that any contracts we have with suppliers that involve them processing personal data on our behalf take appropriate account of data protection. To do this:

- The University's suite of Standard Terms & Conditions have been refreshed to take account of GDPR
- The Procurement team and IT Services have been working together to identify the high risk contracts, i.e. those involving the processing of personal data on the University's behalf; and
- Over the next month or so, the University will ask suppliers holding high risk contracts to amend their contracts, substituting in the new contract conditions accounting for GDPR

What you need to know:



Do please alert Procurement or IT Services (If you have not already done so) to the details of any contracts involving the processing of personal data of which you are aware. (Note: The Procurement team and IT Services will be aware of any such contract if either were involved in the initial procurement exercise)



Don't agree to any new contract conditions issued by suppliers to take account of GDPR, as it is quite possible that they will seek to indemnify themselves against fines or claims under GDPR, so undermining the principles of the legislation and leaving the University financially exposed. Contact Procurement if you have any concerns about new conditions.



Don't accept any price increases proposed by suppliers in order for them to comply with GDPR, as government guidance is clear that, "Suppliers will be expected to manage their own costs in relation to GDPR compliance". Contact Procurement if you have any concerns about new conditions.



Do relay to any suppliers proposing new contract conditions and/or price increases relating to GDPR the University's position and plans as set in this quick guidance document.

Please note that the new Standard Terms & Conditions, taking account of GDPR, will be incorporated into future procurement exercises and awarded contracts.

Further information:

- If you need further information or have questions about procurement issues please email Procurement on procurement@leicester.ac.uk
- Further guidance on data protection legislation is available at: <https://www.le.ac.uk/gdpr>

