

















	Creditor Payments	Is the data collected direct from the citizen?	Is the data about the citizen collected from a third party?
Why we collect information about you?	Because you have agreed to supply goods to us we require your details to enable a purchase order to be raised and for payment to be made.		
What is the legal basis for us collecting your information?	Consent		
What information do we collect about you?	Contact name, company name, address, contact details, bank details, size and type of organisation, sole trader – whether they pay their own income tax and NI, registered company no., VAT registration no.		
Who do we share the information with?	We have a shared working arrangement with Malvern Hills District Council for the provision of our financial system, so your information from time to time may be accessed by their Officers as and when required for business purposes.		
Is any information transferred to or stored in servers based outside the European Economic Area?	No		
How long do we keep your information?	Indefinitely whilst being used;-6 years if no longer used.		
Who do we collect information from?	The Supplier		
What are the consequences if we don't collect the data?	Purchase Orders cannot be raised and payments to suppliers cannot be made.		
Are any decision about you made by automatic means?	No.	