



Supplier Portal Privacy Statement

V0.01

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Atamis Supplier Portal Privacy Statement

This statement summarises our commitment to protecting the personal data of individuals using the Atamis Supplier Portal. This is a condensed version of our full **Supplier Portal Terms of Use Policy** and **Privacy Policy**.

1. Our Role and Your Data (UK GDPR)

We operate in line with the **UK General Data Protection Regulation (UK GDPR)** and the Data Protection Act 2018. When you use the Portal, Atamis can act in three primary data roles:

Data Role	Description	Types of Data
Data Controller	Atamis determines how and why data is processed.	Your contact details, login credentials, and Portal usage data.
Data Processor	Atamis processes data strictly on the instructions of our Client (the organisation running the procurement exercise).	Data contained within your bid submissions, assessment results, and supplier qualification records.
Data Co-Controller	Where Atamis uses aggregated, anonymised usage or public information from the Portal for its own business purposes, such as developing new products or generating market insights.	Non-personal, aggregated, and anonymised data derived from your activity.

1.1 Lawful Basis for Processing

When acting as a Data Controller, Atamis relies on the following lawful bases under the UK GDPR:

- Contractual necessity – to provide access to and operate the Supplier Portal.
- Legitimate interests – to secure our systems, monitor performance, and improve Platform functionality.
- Legal obligations – compliance with procurement and public-sector transparency laws.

When acting as a Data Processor for a Client, we process data strictly in accordance with that Client's documented instructions.

2. Our Core Commitments

2.1 Security and Platform

- **Built on Salesforce:** Our Portal leverages the robust, trusted security of the **Salesforce platform** for its infrastructure and data storage. We commit to maintaining security best practices for our application built upon this foundation.



- **No Data Sharing for Marketing:** We **will not** sell, rent, or share your personal data with any third party for their direct marketing purposes.
- **Confidentiality:** All information you submit to the Portal is treated as **Confidential Information** and is only accessible by authorised personnel from Atamis and the relevant Client running the procurement.

2.2 Supplier Data Use and Protection

- **Lawful Basis:** When you submit the personal details of your staff (e.g., bid contacts, system users), you warrant that your company has a **lawful basis** under UK GDPR to share that data with us.
- **Data Minimisation:** We only process the data necessary to manage your access, run the procurement process, and fulfill our contractual obligations to our Clients.
- **Retention:** Data submitted for procurement (where the Client is Controller) is retained strictly for the contract duration and deleted within **one month of contract end**, unless the Client instructs otherwise.

2.3 Categories of Personal Data We Process

The Portal may process the following categories of data about you:

- Identification information (name, email address, job title)
- Organisation details
- System usage data and audit logs
- Bid submission content that contains personal data
- Authentication data required for Portal login
- Correspondence sent to Atamis through the Portal

2.4 Your Rights

As a data subject, you have the right to request access to, correction of, or deletion of the personal data we hold about you.

- If your request relates to procurement-specific data, we are legally required to notify **Our Client (the Data Controller)** before we can act.

3. Who We Share Your Data With

We may share your personal data with the following categories of recipients:

- Public/Private-sector Clients using the Portal for procurement exercises (when Atamis is Processor).
- Authorised Atamis personnel supporting and operating the Portal
- Sub-processors, limited to:



- Salesforce Inc. (application hosting & platform security)
- Amazon Web Services UK Region (application support, logging, monitoring)
- Regulators or legal authorities where required by law.

4. Security Measures

Atamis implements technical and organisational measures aligned with ISO/IEC 27001, including:

- Role-based access controls (RBAC)
- Multi-factor authentication where enabled
- Encryption of data in transit and at rest
- Audit logging and real-time monitoring
- Regular vulnerability scanning and penetration testing
- Supplier due diligence and sub-processor review
- Business continuity and disaster recovery plans

Access to your data is restricted to authorised personnel only.

5. International Transfers

Your personal data is processed and stored exclusively within the United Kingdom.

Atamis does not transfer personal data outside the UK and has configured all Supplier Portal services to operate solely within UK-based data centres.

6. Automated Decision-Making

Atamis does not conduct automated decision-making or profiling on personal data submitted through the Supplier Portal.

7. Data Retention

- Data submitted as part of a procurement exercise is retained only for the duration of that exercise and any statutory retention period required by the Client.
- Where Atamis acts as a Processor, retention is dictated by Client instruction.
- Audit logs and system-generated data are retained for security and compliance purposes in accordance with our internal retention schedule.

When data is no longer required, it is securely deleted or anonymised.

8. Your Rights

You have the right to:

- Access your personal data
- Request correction of inaccuracies
- Request deletion of your data (where applicable)
- Restrict or object to processing
- Request a copy of your data in portable format

9. Complaints

If you have concerns about how your data is processed, you can contact the UK Information





Commissioner's Office (ICO):
www.ico.org.uk

