

Department of Community and Children's Services

Judith Finday

Director of Community and Children's Services



UK General Data Protection Regulations

The City of London Corporation is committed to ensuring that it protects the rights and freedoms of all individuals with respect to the personal data it holds about them, whether in their personal or family life, or in a business or professional capacity.

For contracts involving processing personal data, the City of London (as the Data Controller) must undertake due diligence to ensure suppliers have the appropriate technical and organisational measures to comply with the UK General Data Protection Regulations (UK GDPR) and to ensure the protection of the rights of data subjects. More information about our Data Protection Policy can be found on our website. The City is looking to contract with suppliers that have the following facilities and measures:

- to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services
- to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data
- to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable
- to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place)
- to maintain records of personal data processing activities
- to regularly test, assess and evaluate the effectiveness of the above measures

The bid must certify compliance with the UK GDPR or the bid will be disqualified. To pass this qualification section the City will look for confirmation of the following information from each supplier:

- A designated Data Protection Officer within the business;
- Compliance Statement detailing your data protection policy and procedures including consent requests, record of processing activity (ROPA), retention, breach reporting, and appointing sub-processors;
- The geographic location of sub-processors and the safeguards that are or will be in place by contract award for making any restricted transfers of personal data or special categories of personal data outside of the UK
- Technical measures ensuring the security of processing; and
- Data Protection training for all staff handling personal data;

Failure to provide evidence of these items in the question within the provider accreditation envelope will be a fail for this section and a failure of the entire accreditation.