

## **eTendersNI Portal**

CPD manages procurement processes using the eTendersNI portal. The portal advertises opportunities, receives tender offers from suppliers and issues alerts and notification to registered users. Personal information may be requested as part of the tender response submitted to the portal by suppliers to assess the financial, technical and/or professional capability as part of the tender evaluation stage.

### **Type(s) of personal data**

- Email address, name, business/home address, telephone number; financial information/experience and qualifications.

### **Lawful basis for processing**

- Public task.

### **How we obtain it**

- Data subjects.

### **Who it will be shared with**

- It will routinely be shared with, Contracting authority users and evaluation panel members.
- Occasionally it may be shared with others as detailed within the DoF Privacy Notice ([DoF Privacy Notice | Department of Finance](#)).

### **How it will be used**

- It will routinely be used to award, manage and deliver the project.
- The email address will routinely be used to allow users to be issued with a system generated, single use transaction number to confirm their registration. The username and email address are used to receive alerts and notifications through the system, including password resets. The username also allows the system to record an audit log of individuals' activity which can be used to investigate user issues.
- Occasionally it may be used for the purposes detailed within the DoF Privacy Notice ([DoF Privacy Notice | Department of Finance](#)).

### **How long we keep it**

- Information held for 21 years.