



# Transparency Statement

## How we use your personal information Tender Questionnaire

## **How Pineview Housing Association Uses Personal Information**

By completing and submitting this tender questionnaire, the applicant explicitly agrees that Pineview Housing Association may use the personal information (including sensitive personal information and information relating to criminal convictions and offences) provided by the applicant in this tender questionnaire to evaluate, score and make a decision on the applicant's tender submission.

If the applicant has provided personal information (including sensitive personal information and information relating to criminal convictions and offences) relating to other individuals, including the applicant's Directors, Partners, Associates, Secretary, Managers, Shareholders, their relatives or individuals having the powers of representation, decision or control over the applicant (if relevant), the applicant confirms that those individuals have been provided with a copy of this statement and have given their explicit consent to Pineview Housing Association handling and using such personal information relating to them for the above purposes.

If the applicant does not provide the personal information requested in this tender questionnaire, Pineview Housing Association may be unable to properly evaluate, score and make a decision on the applicant's tender submission and it may be disregarded on the basis that it is incomplete.

Pineview Housing Association may share this personal information with its solicitors, consultants, auditors and service providers to comply with legal and regulatory requirements and to seek their professional advice on its position.

If the applicant's tender submission is successful, Pineview Housing Association will keep the applicant's completed questionnaire, including any associated evaluation and scoring information, for 6 years after termination of the contract between Pineview Housing Association and the applicant. If the applicant is not successful, then this information will be kept for 2 years after the applicant has been notified of Pineview Housing Association's decision on the applicant's tender submission. Further information on Pineview Housing Association's data retention practices is available from its Data Protection Officer (DPO).

Data protection laws give individuals rights in relation to the personal information that Pineview Housing Association holds about them. Please contact Pineview Housing Association's DPO for more information on rights or to report concerns about how Pineview Housing Association has handled or used personal information by: e-mail at [pineviewdpo@infolawsolutions.co.uk](mailto:pineviewdpo@infolawsolutions.co.uk); telephone on 07575 838 625; or writing to: The Data Protection Officer, Pineview Housing Association Limited, 5 Rozelle Avenue, Drumchapel, Glasgow, G15 7QR. Complaints can also be made to Information Commissioner's Office at: <https://ico.org.uk/make-a-complaint/> or 0303 123 1113.



Putting People 1st

## Contact Us

Pineview Housing Association Ltd  
5 Rozelle Avenue, Drumchapel,  
G15 7QR

0141 944 3891

[mail@pineview.org.uk](mailto:mail@pineview.org.uk)

[www.pineview.org.uk](http://www.pineview.org.uk)

## Office hours

9am-5pm Monday to Thursday  
9am to 4pm on Friday