

Supplier Submission Terms and Conditions

1. Use of Submitted Information

All information you provide, including but not limited to your company name, contact details, service offerings, certifications, and references, will be stored securely in a supplier database managed on behalf of the company to which you are submitting your application (hereafter referred to as 'the Client').

This information may be accessed by relevant staff within the Client's organisation to assess your suitability as a supplier, and may be retained for future procurement opportunities.

The supplier database is accessible via a public URL, and by submitting your information, you consent to its inclusion in this database. Sensitive documents (e.g., insurance, certifications) will be stored securely and only shared internally unless otherwise agreed.

2. Communication Consent

By submitting your details, you grant the Client the right to contact you via email, phone, or letter regarding:

- Updates related to their procurement processes
- New or ongoing procurement opportunities that align with your service offering
- Changes to supplier onboarding procedures or business terms

3. Sourcesmart Communications

The Supplier Gateway is managed by Sourcesmart, a trading name of Novo Activo Ltd, a third-party provider responsible for the hosting, administration, and processing of supplier data on behalf of its client companies.

Sourcesmart will retain your name, business email address, and service category in order to:

- Include you in a monthly email update highlighting new procurement opportunities and open supplier portals across the Sourcesmart network
- Notify you of relevant sourcing initiatives or platform updates

You can opt out of Sourcesmart communications at any time by clicking the unsubscribe link in any email or by contacting: privacy@sourcesmart.co.uk

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4. Data Protection

All data submitted will be handled in accordance with the UK General Data Protection Regulation (UK GDPR) and relevant privacy legislation. Both Sourcesmart and the Client company are committed to handling your data responsibly and will not share your details with unrelated third parties.

Acknowledgement

By proceeding with this submission, you confirm that you have read and agree to these terms.