

Data Protection and Confidentiality – Contractors and Suppliers Summary

In carrying out this works order, the Contractor or supplier may receive personal information relating to PHA Homes' residents, employees or contractors, including names, addresses, telephone numbers, email addresses, details of vulnerabilities, access arrangements and other information necessary to complete the works.

The Contractor shall:

1. Use personal information solely for the purpose of carrying out this works order and for no other purpose.
2. Only access, collect, use or share personal information that is necessary to complete the works.
3. Keep all personal information secure and confidential and ensure that any employees, subcontractors or representatives are subject to appropriate confidentiality obligations.
4. Not disclose personal information to any third party without the prior written consent of PHA Homes unless required by law.
5. Take appropriate technical and organisational measures to protect personal information against unauthorised access, loss, theft or disclosure.
6. Notify PHA Homes immediately if any personal information is lost, disclosed in error or otherwise compromised.
7. Return or securely destroy any personal information, including names, phone numbers, email addresses and any other resident information, obtained through this works order once it is no longer required for the purposes of completing the works, unless retention is required by law.
8. Any information relating to a resident's health, disability, support needs, vulnerabilities, safeguarding concerns or other sensitive circumstances must be treated as strictly confidential and only used where necessary to safely undertake the works.

Acceptance of this order confirms that the contractor or supplier will abide by our data protection requirements. Full details of our data policies can be obtained by contacting Admin@phahomes.co.uk