

Procurement Regulatory Authority of Zimbabwe

eGP System **PRIVACY NOTICE**

We value your privacy and personal data. Thus, we would like you to know that the personal information we will collect from you will be kept safe and secured.

This Privacy Notice applies to personal information we, the electronic Government Procurement System of the Procurement Regulatory Authority of Zimbabwe (Authority), collect, use, protect, share, and store in relation to government procurement activities.

What We May Collect From You

eGP System collects personal information for lawful purposes only, with consent of data subjects, connected with our activities as mandated by the Public Procurement and Disposal of Public Assets Act [Chapter 22:23], otherwise known as The PPDPA Act, its Subsidiary Regulation(s), and other relevant circulars issued by the Authority as well as relevant legislation as prescribed from time to time such as the Cyber and Data Protection Act [Chapter 12:07].

In this regard, for Supplier/Contractors who participate in government procurement activities, the following personal information may be collected from you:

- Company profile, including name, address, business license, permits and other relevant documents;
- Contact details and other personal information that may be necessary;
- Financial information (such as audited Financial Statements, income, expenses, balances, investments, tax, insurance, etc.);
- Ongoing, awarded, and finished contracts containing your personal information; and
- Specimen signature

For Procuring Entities and observers, the following personal information may be collected from you:

- Organization profile, including name, address, and other relevant information;
- Contact details and other personal information that may be necessary; and
- Specimen signature

How We Use Your Information

eGP System only uses and discloses personal information in accordance with existing laws and regulations such as Cyber and Data Protection Act [Chapter 12:07]. Personal information may be used and/ or disclosed for lawful purpose connected with activities, under Public Procurement and Disposal of Public Assets Act [Chapter 22:23], other relevant subsidiary legislation, such as, but not limited to:

- Processing supplier certificate of registration to participate in all government procurement activities;
- Approving supplier request for an account on the Electronic Government Procurement System (eGP System);
- Approving government agency or observer request for an account on the Electronic Government Procurement System (eGP System);
- Conducting pre-procurement activities;
- Conducting procurement activities;
- Coordinating with client-agencies, prospective bidders, or contractors, including sending information electronically;
- Coordinating with third parties to verify information submitted in relation to procurement activities;
- Publishing blacklisted suppliers, in coordination with the PRAZ in the EGP System;
- Preventing fraud or potentially illegal activities in the procurement process;
- Generating report relevant to potential fraud or illegal activities in the procurement process; and
- Establishing, exercising, or defending legal claims

How We Share Your Information

As the A promotes transparency and accountability in all its procurement activities, your personal information may be viewed by bidders/suppliers, government agencies, and observers who are registered in the EGP System portal.

Personal information may also be disclosed to law enforcement authorities for purposes allowed under the Cyber and Data Protection Act [Chapter 12:07].

How We Protect Your Information

To ensure that the personal information collected from you are secured from unwarranted access, only authorized personnel, such as the staff of our Customer Service, the end-users, as well as other Procuring Entities registered in the EGP System portal, are allowed to view supplier information in the EGP System portal. However, only personnel who are directly involved in the bidding activities are allowed to handle personal information.

How Long Do We Store the Information

All personal information collected shall be retained until necessary in the performance of the eGP System activities or in accordance with the guidelines of the Cyber and Data Protection Act [Chapter 12:07].

For winning bidders, bidding proposals containing your personal information are kept and secured by the authorized personnel until the completion of your projects and programs.

Effectivity of the Privacy Notice

This Privacy Notice is effective from date of acknowledgement/agreement to the same and will remain in effect unless otherwise amended by the Authority.

Do you have complaints, concerns, or questions?

The Authority respects and values the data privacy rights of its clients and shall ensure compliance with the Cyber and Data Protection Act [Chapter 12:07] and relevant legislation as prescribed.

If you have any concerns or questions regarding the collection and processing of your personal information, please contact _____

Thank you!

eGP SYSTEM DISCLAIMER

The Authority and its authorized personnel are not responsible for any typographical errors or misinformation presented in the EGP System. The system only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.