ProcureTT

Privacy Policy

Version 1.0

ProcureTT (the "Site") is operated by the Office of Procurement Regulation (the "Office"). This Privacy Policy (the "Policy") outlines the personal information handling practices of the Office. By accessing or using the Site, you authorise the Office to collect, use, retain, disclose and process personal information, provided by you through your use of the Site or collected through the use of cookies, in accordance with the Data Protection Act, Chap. 22:04. If you do not agree with any of these provisions, do not access or use the Site.

1. Information Collected

1.1 Only information relevant to the functioning of the Site is collected.

1.2 Automatically Collected Information

When you access the Site, no personal information about you is automatically collected other than statistical information that can be used to improve user experience. This includes:

i. your Internet Protocol ("IP") address;
ii. the technical specifications of the operating system, device and browser you are using;
iii. the pages you visited and time spent;
iv. the date and time of your visit ; and
v. the Internet address of the website you came from if it linked you directly to the Site.

1.3 Voluntarily Provided Information

In certain instances, users may provide limited personal or organisational information, including when:

i. authorised public bodies publish procurement notices (e.g., contact details of procurement officers); and
ii. users contact support or submit inquiries.

2. Use of Information

All information collected via the Site will be held by the Office and used for purposes including:

i. operating, maintaining the Site;
ii. monitoring security, system usage and performance;
iii. improving the performance of the Site;
iv. analysing use of the Site;
v. responding to inquiries; and
vi. investigation if it is suspected that you are in breach of this Policy.

3. Sharing and Disclosure

3.1 Your personal information will not be shared with third parties, except in the following circumstances:

i. where disclosure is required by law;

ii. where it is necessary to investigate suspected unlawful or malicious activity;
iii. to authorised service providers engaged to support the operation of the Site, who in such instances will be bound by strict confidentiality obligations.

3.2 Your personal information is not sold or used for marketing or commercial profiling.

4. Cookies and Tracking

The Site may use cookies or similar technologies to enhance functionality and analyse usage. Users can configure their browsers to reject cookies. However, this may limit the use of certain features.

5. Information Security

Appropriate technical and organisational measures are implemented to protect information from unauthorised access, collection, use, alteration, disclosure, or disposal. Users are advised to exercise caution when submitting personal information.

6. Information Retention

Information collected through the Site is retained only as long as necessary for the fulfillment of the purposes outlined in this Policy or as required by law.

7. Your Rights

7.1 Users have the right to:

i. ask whether the Office holds any personal information about them;
ii. request access to your personal information (if any); and

iii. Request correction of inaccurate information.

7.2 To exercise these rights, contact the Office at: support@opr.org.tt

8. Links to External Sites

The Site may contain links to external websites. This Policy applies only to the Site. The Office is not responsible for the privacy policies or practices of external websites.

9. Changes to This Policy

This Policy may be updated periodically. You are encouraged to review this Policy regularly. Revised provisions will be effective at the time that the updated Policy is posted on the Site. Your continued use of the Site following those changes constitutes your acceptance of the revised provisions.

10. Governing Law

This Policy is governed by and construed in accordance with the laws of Trinidad and Tobago. The courts of Trinidad and Tobago will have exclusive jurisdiction over any claim or dispute arising out of, or in connection with, the provisions of this Policy.

11. Contact

For support or questions regarding this Policy, please email support@opr.org.tt

12. Entire Agreement

The provisions of this Policy form the entire agreement between you and the Office in relation to the personal information handling practices of the Office and supersedes all agreements, arrangements, understandings or representations relating to the subject matter of this agreement.

13. Severability

If any provision of this Agreement becomes or is held invalid, unenforceable or illegal (whether partly or in full) for any reason, and in any respect, that provision (or part of that provision) will be severed and the remaining provisions will continue in full force and effect with the necessary modifications.