

# GEM Supplier Portal

## Privacy and Security Statement

The Government Enterprise Modernization (GEM) system is a new cloud-based business system that will modernize the way government does business, including the procurement process. Suppliers will use GEM for all stages of the procurement process. The portal is administered by the Ministry of SaskBuilds and Procurement on behalf of the Government of Saskatchewan. Creation of a user account in the GEM Supplier Portal is necessary for suppliers to download competition documents, respond to competitions, submit proposals and bids, receive purchase orders, review current and past contracts, and communicate with government buyers. This Privacy and Security Statement applies to the creation of a user account in the GEM Supplier Portal.

### Information We Collect

The following information is collected when a user account is created in the GEM Supplier Portal. It is your organization's responsibility to keep this information up to date within the portal:

- organization name;
- contact name(s);
- address;
- email address;
- telephone number; and
- fax number.

### How the Information is Used

The information is used to:

- identify users and track their activities within the GEM Supplier Portal;
- communicate about and manage the procurement competition process;
- contact users to verify contact information, advise of system-related errors, or engage in supplier development activities.

### How the Information is Shared (Disclosed)

The information is shared as follows:

- The organization's contact information is shared with the government ministry or public sector entities responsible for managing the procurement and the contracts.

The Government of Saskatchewan may post your information online as it relates to your interest in specific competitions or competition updates posted on GEM. The Government and any public sector entity which posts a competition on GEM may also post your organization's name, address, and/or location upon the award of the competition. The total bid price may also be posted for certain competitions upon award.

## Collection, Use, and Disclosure of Personal Information

The Government of Saskatchewan is committed to protecting personal information and the privacy rights of individuals in accordance with *The Freedom of Information and Protection of Privacy Act* (FOIP). There are two instances where personal information may be involved when a user account is created in GEM: (1) if an individual is operating a sole proprietorship or is a partner in a partnership and uses their own personal contact information to create an account on behalf of their organization; or (2) if an employee of an organization registers on behalf of an organization using their own personal contact information to create an account. Examples include name, personal home address, email address, telephone number, fax number or information that is not publicly available.

Any personal contact information you supply to register as a user of GEM on behalf of an organization is collected by the government under the authority of FOIP and is necessary for the operation of the service. By registering as a user of the service, you consent to the collection, use, and disclosure of the information as may be required for the effective operation of the service. Contact information provided by users to register in the system on behalf of an organization is considered to be personal information under FOIP if it is not publicly available.

## Keeping Your Data Secure

Information collected is maintained in a secure environment, and safeguards are in place to protect it. The Government of Saskatchewan will not share your information with any other organizations for marketing or market research.

## Cookies

During your use of the GEM Supplier Portal we may distribute a small file to your browser, called a "cookie." Cookies are used to:

- measure how you use the website so it can be updated and improved based on user needs; and
- remember certain notifications you've already seen so that we don't show them to you again.

Cookies may collect:

- geolocation and details of which version of a web browser you use when accessing GEM; and
- information on how you use GEM, such as the device used to access GEM, the pages you browse on the site, etc.

GEM Supplier Portal cookies are not used to identify you personally.

If you wish, you may change the settings on your web browser to completely disable cookies or set your browser to warn you when cookies will be deposited.

## **More Information**

Questions or concerns may be directed to:

Ministry of SaskBuilds and Procurement  
Access and Privacy Officer  
Telephone: 306-787-9164  
Email: [accessprivacySBP@gov.sk.ca](mailto:accessprivacySBP@gov.sk.ca)