



PRIVACY NOTICE

This Privacy Notice covers the personal information and associated information that is collected, stored, and managed by Lincolnshire Field Products Ltd (LFP).

LFP processes personal data as a Controller as defined by GDPR (General Data Protection Regulations) and uses data to meet legal obligations towards employees, other workers and members of the public.

Associated Data Processors are:

Edoc Deposit Ltd
Eque2 Ltd
DSM (GB) Ltd
LinkFresh Software Ltd
Reed Business Information Ltd
Swiped On
Tensor PLC
True Commerce (Coventry) Ltd
GBSG Ltd
Invu International Holdings Ltd
FreshLinc Group Ltd
Hub Rural Ltd
Microsoft
Duncan and Toplis Ltd
Lloyds Bank PLC
Leumi ABL Ltd
Central FX Ltd
Access Systems (UK) Ltd
123-Reg Ltd
Spambrella Ltd

The personal data and associated information collected by Lincolnshire Field Products Ltd will be used as follows:

Purpose for processing:

As a legitimate purpose for commercial business trading including:

- Contact details for individuals within the supply chain
- Financial information relating to payment processing including credit checks

- CCTV monitoring for security and health and safety purposes
- Collation of data and processing in respect of accident and insurance claims
- Management of data for product agronomy, planting and harvesting including rental land
- Management and security of visitors and contractors to site premises

As a legitimate purpose for a direct employment relationship including (but not an exhaustive list):

- Name, address, contact details of Financial information for payment of salaries and management of payslips
- Provision of references
- Identification checks to confirm eligibility to live and work and the UK
- Certification and Accreditation data to confirm an individual is qualified and competent to undertake employment for which they have applied
- Time and attendance monitoring for pay and performance purposes
- Medical information for ability to perform role following sickness absence and processing of sick pay

Legal basis for processing:

- For compliance with legal obligations to which the Data Controller is subject; and _ Necessary performance of any contract to which the data subject is party such as a hire agreement, contract of employment, membership etc.
- Processing may be necessary for the performance of a task carried out in the public interest by the Data Controller.

Data collected may include:

Personal information such as title, forenames, surname, date of birth, address, employment details, health data and personal images, biometric data, identification documents, telephone numbers and email address, emergency contact data. It may also include driving licences, qualifications and accreditations, including any endorsement or prosecutions. Bank account and national insurance data, earnings and financial data.

Legitimate Interests of Controller:

The Controller is obliged to comply with legislation which may include and is subject to change; Health and Safety at Work Act (1974), Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Companies Act 1985, Income Tax (Employment) Regulations 1993 as amended for Income Tax (Employments) (Amendment N06) Regulations 1996, Control of Lead at Work Regulations 2002, Control of Substances Hazardous to Health Regulations(COSHH), Control of Asbestos Regulations 2012, Limitation Act 1980, Statutory Maternity Pay (General) Regulations 1986, The Retirement Benefits Schemes (Information Powers) Regulations 1995, Taxes Management Act 1970, National Minimum Wage Act 1998, Working Time Regulations 1998, The Conduct of Employment Agencies and Employment Business Regulations 2003, The Gangmaster Licensing Conditions Rules 2009, Road Traffic Act1988 s.87/Road Traffic (Northern Ireland) Order 1981 s.3, Immigration Act 2016, Equality Act 2010, Employment Rights Act 2008, Corporate Manslaughter and Corporate Homicide legislation and a common duty of care owed to others.

Personal Data is sourced from:

HR.docs. WEW July 2020 V4

The Individual, the Data Controller, and Government Agencies. Other data may be sourced from public sources of information and in certain cases under commercial licence from 3rd party data owners.

Recipients of Personal Data:

In addition to the Data Controller and Data Processors, your personal information may be shared with Government Agencies. Personal information may also be made available to specialist third party auditors and trainers but only under the direction of the Data Controller.

Transfers and Safeguards:

Your personal information will be stored and processed in the EEA on secure systems maintained and controlled by the Data Controller and the Data Processor. Personal information will not be supplied to or made available to any other third parties. Your data will not be sold on.

Data Retention:

We have a data retention policy which is available to read upon request. Financial records will be retained for 7 years. This is a requirement of HMRC and financial regulations. After this time, data will be securely deleted/destroyed.

Your rights:

You have the right to request the Data Controller provides you with access to the personal information stored and an explanation as to the reasons why this data is being collected and processed by way of justification. You have the right to correct any incorrect information. You have the right to object to the processing of your personal information or to restrict this. You have the right to request your personal information is deleted, but this is not an absolute right and the Controller may be justified in keeping the information. You have the right to request a download of your data in a portable format. Where you have given consent for the collection of your personal information, you have the right to withdraw this consent by notifying us of this fact. In case of query you may contact the Data Protection Officer at the address below:

Data Protection Officer
Lincolnshire Field Products Ltd
Wool Hall Farm
Wykeham
Spalding
Lincs
PE12 6HW
Tel: 01775 725041

Possible Consequences of Refusal/Withdrawal:

The consequences will depend on individual circumstances and will be a matter between you and the Data Controller. Typically, employment may be delayed or excluded as a candidate. It may

prevent you from carrying out your work effectively, participating in a membership scheme. In some cases, it could lead to disciplinary action, suspension or possible termination of employment.

Automated Decision Making:

LFP does not offer this function.