		<b>Issue Date</b> 09.09.2025
	<b>Version:</b> 7	<b>Supersedes:</b> All previous
<b>Doc Ref:</b> SOP HR LFP 031	<b>Issued By:</b> W Woolf	<b>Approved By:</b> R Spurr


## **GDPR - 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  
 Triscan Group Ltd  
 Aptean/Linkfresh Software Ltd  
 Tensor Plc  
 True Commerce (Coventry) Ltd  
 GBSG Ltd  
 Agilico Software Ltd  
 FreshLinc Group Ltd  
 Hub Rural Ltd  
 Microsoft Ltd  
 Duncan and Toplis Ltd  
 Lloyds Bank PLC  
 Leumi ABL Ltd  
 Access Systems (UK) Ltd  
 123-Reg Ltd  
 Spambrella Ltd  
 Agco Corporation  
 H L Hutchinson Ltd  
 Aquarius IT Ltd  
 EE Ltd  
 Ivanti UK Ltd  
 Apple (UK) Ltd  
 Ethos Ltd

Author: Wendy Woolf	 Signature:	Date: 09.09.2025
Review Date	September 2026	

Iris Software Group Ltd  
BSAS Telecoms Ltd  
Wavenet Ltd  
Sign In App Ltd  
Inty Ltd  
uSecure Ltd  
Telus Agriculture & Consumer Goods (UK) Ltd  
Creative Benefit Solutions Ltd  
Contained Technologies (UK) Ltd  
The Farm Carbon-Cutting Toolkit CIC  
Bayer CropScience Ltd  
Watchguard Technologies Inc.  
Cisco Systems 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 in 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,

Author: Wendy Woolf	 Signature:	Date: 09.09.2025
Review Date	September 2026	

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:


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.

Author: Wendy Woolf	 Signature:	Date: 09.09.2025
Review Date	September 2026	

### 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. If this changes, individuals will be informed of the logic involved, the significance and consequences of the processing, and will be provided with a mechanism for human intervention.

### Complaints Handling:

Individuals may submit complaints regarding data processing via email or our online form. Complaints will be acknowledged within 30 days and resolved without undue delay.

Author: Wendy Woolf	 Signature:	Date: 09.09.2025
Review Date	September 2026	

### Security Measures:

LFP employs encryption, access controls, and audits to ensure the security of personal data. All systems are monitored and updated regularly to maintain data integrity and confidentiality.

### Special Category Data:


Where special category data is processed, LFP ensures compliance with Article 9 UK GDPR and maintains an appropriate policy document outlining safeguards. Processing is limited to what is strictly necessary and subject to additional security and access controls.

### Subject Access Requests (SARs):

Subject Access Requests will be responded to within one month. Only reasonable and proportionate searches will be conducted. Excessive or abusive requests may be refused or charged, with justification provided.

### Third-Party Data Sharing Safeguards:

All listed processors have data processing agreements (DPAs) in place. LFP conducts due diligence and ensures contractual safeguards are implemented with all third-party processors. Data sharing is limited to what is necessary and subject to strict controls.

Author: Wendy Woolf	 Signature:	Date: 09.09.2025
Review Date	September 2026	