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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).

Lincolnshire Field Products Ltd processes personal data as a Data Controller in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We use 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

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Apple (UK) Ltd
 Aurora Managed Services Ltd
 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
 GetOnline Ltd
 Sovereign International (UK) Ltd
 Price Waterhouse Cooper
 Chavereys Ltd
 TSF Finance 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

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Legal basis for processing:

<u>Processing Activity</u>	<u>Lawful Basis</u>
Payroll	Legal obligation
Employment administration	Contract
Right to Work checks	Legal obligation
CCTV Security	Legitimate interests
Visitor Management	Legitimate interests
Accident Investigations	Legal obligation and Legitimate interests

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:

Our legitimate interests include maintaining site security, protecting company assets, managing visitor access, preventing fraud, administering business operations, and ensuring efficient communication with customers and suppliers.

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:

Where personal data is transferred outside of the UK, appropriate safeguards such as the UK International Data Transfer Agreement, adequacy regulations, or approved contractual clauses will apply. Personal information will not be supplied to or made available to any other third parties. Your data will not be sold on.

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Data Retention:

We have a data retention policy which is available to read upon request. Data is not stored longer than necessary. Payroll and 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. Personnel records will be retained for 7 years after the employment ends. Recruitment records will be held for 12 months after the recruitment exercise has been completed.

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 Contact
Lincolnshire Field Products Ltd
Wool Hall Farm
Wykeham
Spalding
Lincs
PE12 6HW

Tel: 01775 725041

enquiries@lincsfp.com

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.

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Complaints Handling:

Individuals may submit complaints regarding data processing via email or our online form. Complaints will be handled without undue delay.

If you are unhappy with how we have handled your personal data, you have the right to lodge a complaint with the Information Commissioners Office (ICO) at www.ico.org.uk.

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. Submissions that are manifestly unfounded or excessive 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.

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