



GDPR Privacy Notice

If you are going to share your personal information with us you will need to know how we are going to use and protect it, during and after your relationship with us. This policy details of the types of personal information we collect and our commitment to ensuring it is used correctly and protected.

This notice applies to all of our suppliers (prospective, existing & former), which includes farmers, their employees and any persons/entities that provide goods and services to us.

It is important that you read this notice in addition to any other privacy information we provide to you when we are collecting or processing your information which may include personal information.

Our commitment to your privacy

We're serious about protecting your personal information. This policy explains:

- From where we secured your personal information;
- The personal information that we collect;
- Your rights in relation to the information collected;
- Your right to object to our processing your personal information and withdrawing consent;
- How and when we use your personal information;
- Whether we share the personal information we collect with anyone else;
- How long will we keep your personal information for;
- How you can access your personal information that is held by us

How and when we use your personal information

We're committed to using your personal information responsibly and lawfully. Here's what we do with your personal information:

- We only use your information for legitimate business interests arising from contracts we enter into between you and us in relation to goods and services.
- To provide, administer and communicate with you about information, products or services.
- We may perform due diligence in the form of credit checks, including checking photographic identification, proof of address of directors and in some cases shareholders and verification of company registration details. We do this to comply with our legal obligations, and as necessary for our legitimate interests of checking that entities we contract with are financially viable and would not cause us reputational damage.

Personal information that we collect and process

The personal information that we collect when we enter into a contract or receive goods or services from you or during the period of our relationship may include your;

- Name
- Address
- Email address
- Telephone number
- Bank account details

We always ensure that we have a lawful basis for processing the personal information that we collect. In this case the lawful basis for processing the personal information we have collected is due to us having a legitimate business interest with you and to ensure we are able to meet our obligations in our relationship with you.

Please note that we may process your personal information for legal reasons such as fraud prevention or check you are complying with our terms and conditions. We may also process your information without your knowledge or consent where this is required or permitted by law.

Your rights in respect of your personal information

You have the right to:

- Request a copy of the information we hold and to check that we are lawfully processing it
- Request a correction to the personal information we hold about you
- Ask us to delete the information we hold about you where there is no lawful reason for us to continue to process it
- Ask us to send information to another organisation in relation to the information you have provided to us, which can be read by computer
- Ask us to stop processing your personal information due to it being incorrect or you no longer have a relationship with us

Please be aware that should you ask us to restrict our use of your personal information or delete it, we may not be able to provide you with our products and services.

If you would like to exercise any of these rights or require further information about your rights, you should contact us by using the details below.

Email; dataprivacy@dovecotepark.co.uk

Or you can write to; Data Controller, Dovecote Park Limited, Bankwood Road, Stapleton, Nr Pontefract, WF8 3DD.

Sharing your personal information

There are only a few occasions where we will share your personal information with a third party. They are:

- Where we're required to disclose it by law i.e. to government bodies for example;
- Between ourselves (which includes the Waitrose Farming Partnership supply chain) –
- With our professional advisers or IT service providers (who are required to keep your personal information confidential).

We use accepted standards of technology and security to protect your personal information.

Where will your personal information be stored?

Any personal information that you submit to us will be held on a secure server based in the UK

How long will we keep your personal information for?

We only retain your personal information for as long as necessary to fulfil the purposes we collected it for. In order to determine the retention period, we consider the amount, nature and sensitivity of the personal information which also includes the potential risks to the information. We typically keep the information for six years after the contract has finished.

How you can access your personal information

You can ask us for a copy of the personal information that we hold on you by;

Email; dataprivacy@dovecotepark.co.uk or you can write to; Data Controller, Dovecote Park Limited, Bankwood Road, Stapleton, Nr Pontefract, WF8 3DD.

We'll ask you for copies of two types of approved identity in order to process your request (such as a passport and driving licence). You can also ask us to make corrections to information you consider to be inaccurate.

Information Commissioner

If you feel that we have not acted in accordance with data processing legislation you can contact the Information Commissioner, details can be found at;

<https://ico.org.uk/global/contact-us/>