

**East of Scotland Farmers Limited
East of Scotland Farmers (Drying & Storage) Limited**

Data Protection Policy

1. Policy Statement

Every day Eosf receives, uses and stores personal information about our customers, members, staff, suppliers, contractors and service suppliers. This information is handled lawfully and appropriately in line with the requirements of the [Data Protection Act 2018] and the General Data Protection Regulation (collectively referred to as the 'Data Protection Requirements').

We take our data protection duties seriously, because we respect the trust that is being placed in us to use personal information appropriately and responsibly.

2. About This Policy

This policy and any other documents referred to in it, sets out the basis on which we will process any personal data we collect or process.

This policy does not form part of any employee's contract of employment and may be amended at any time.

The Board of Directors are responsible for ensuring compliance with the Data Protection Requirements and with this policy. Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to Stewart Peebles (Eosf Data Protection Compliance Manager) or reported in line with the Eosf's Grievance Policy.

3. What is Personal Data?

Personal data means data (whether stored electronically or paper based) relating to a living individual who can be identified directly or indirectly from that data (or from that data and other information in our possession).

Processing is any activity that involves use of personal data. It includes obtaining, recording or holding the data, organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.

Sensitive personal data will only be processed under strict conditions and only with consent from the individual. Any sensitive data will be kept to a minimum and held by the General Manager or Company Accountant.

4. Data Protection Principles

All Eosf staff will ensure that data is:

- a. Processed fairly, lawfully and in a transparent manner.
- b. Collected for specified, explicit and legitimate purposes and any further processing is completed for a compatible purpose.
- c. Adequate, relevant and limited to what is necessary for the intended purposes.
- d. Accurate, and where necessary, kept up to date.
- e. Kept in a form which permits identification for no longer than necessary for the intended purpose.
- f. Processed in line with the individual's rights and in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.
- g. Not transferred to people or organisations without firstly having advised the individual.

5. Fair and Lawful Processing

The Data Protection Requirements are not intended to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the individual.

In accordance with the Data Protection Requirements, we will only process personal data where it is required for a lawful purpose. The lawful purposes include (amongst others): whether the individual has given their consent, the processing is necessary for performing a contract with the individual, for compliance with a legal obligation, or for the legitimate interest of the business.

6. Processing for Limited Purposes

In the course of our business, we may collect and process the personal data set out in the *Schedule 1*. This may include data we receive directly from a data subject (for example, by completing forms or by corresponding with us by mail, phone, email or otherwise) and data we receive from other sources (including, for example, location data, business partners, sub-contractors in technical, payment and delivery services and others).

We will only process personal data for the specific purposes set out in the *Schedule 1* or for any other purposes specifically permitted by the Data Protection Requirements.

7. What we do - Notifying Individuals

If we store and process personal data about an individual then *Schedule 1* table of data processing activities and policies (available at www.eosf.co.uk) sets out:

- a. The purpose or purposes for which we intend to process that personal data, as well as the legal basis for the processing.
- b. Where we rely upon the legitimate interests of the business to process personal data, the legitimate interests pursued.
- c. Information about the period that their information will be stored or the criteria used to determine that period.

All individuals have the right to request from us, access to and rectification or erasure of personal data (unless there is a legal requirement for us to hold that data). They also have the right to withdraw their consent at any time and also to lodge a complaint with the Information Commissioner's office. Contact details can be found in *Schedule 2*, Company Information (available at www.eosf.co.uk).

8. Adequate, Relevant and Non-excessive Processing

We will only collect personal data to the extent that it is required for the specific purpose notified to the data subject.

9. Accurate Data

We will ensure that personal data we hold is accurate and kept up to date. We will take all reasonable steps to destroy or amend inaccurate or out-of-date data.

10. Timely Processing

We will not keep personal data longer than is necessary for the purpose or purposes for which it was collected. We will take all reasonable steps to destroy, or erase from our systems, all data which is no longer required. Refer to *Schedule 1* deletion time scales.

11. Processing in line with Data Subject's Rights

We will process all personal data in line with data subjects' rights, in particular their right to:

- a. Confirmation as to whether or not personal data concerning the individual is being processed.
- b. Request access to any data held about them by a data controller (see also *Clause 15 Subject Access Requests*).
- c. Request rectification, erasure or restriction on processing of their personal data.
- d. Lodge a complaint with a supervisory authority.
- e. Data portability.
- f. Object to processing including for direct marketing.

12. Data Security

We will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental or unlawful destruction, damage, loss, alteration, unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed.

We will put in place procedures and technologies to maintain the security of all personal data from the point of the determination of the means for processing and point of data collection to the point of destruction.

We will maintain data security by protecting the confidentiality, integrity and availability of the personal data, defined as follows:

- a. **Confidentiality** means that only people who are authorised to use the data can access it.
- b. **Integrity** means that personal data should be accurate and suitable for the purpose for which it is processed.
- c. **Availability** means that authorised users should be able to access the data if they need it for authorised purposes. Personal data should therefore be stored on East of Scotland Farmers Ltd central computer system instead of individual PCs.

Security procedures include:

- a. **Entry controls.** Any stranger seen in offices should be challenged.
- b. **Secure lockable desks and cupboards.** Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.)
- c. **Data minimisation.**
- d. **Encryption of data.**
- e. **Controlled access to data.** Access to directories and files is controlled and given only to members of staff who need access to these directories and files.
- f. **Methods of disposal.** Paper documents will be shredded. Digital storage devices will be physically destroyed when they are no longer required.
- g. **Equipment.** Staff must ensure that individual monitors do not show confidential information to passers-by or visitors and that they log off from their PC when it is left unattended.

14. Disclosure and Sharing of Personal Data

Eosf may share personal data held by the Society with HMRC, Pension Providers and East of Scotland Farmers (Drying & Storage) Ltd, a Society whose members are also members of East of Scotland Farmers Ltd.

Eosf receives requests for disclosure of data from accountants and lawyers and will only share this data when the request is accompanied by an appropriate mandate.

15. Subject Access Requests

Individuals must make a formal request for information we hold about them. Employees who receive such a request must forward it immediately to Stewart Peebles.

When receiving telephone enquiries, we will only disclose personal data we hold on our systems if the following conditions are met:

- a. We will check the caller's identity to ensure that information is only given to a person who is entitled to it.
- b. We will suggest that the caller put their request in writing if we are unsure about the caller's identity and where their identity cannot be checked.

Where a request is made electronically, data will be provided electronically where possible.

16. Changes to this Policy

We reserve the right to change this policy at any time. Where appropriate, we will notify changes by mail, email or newsletter.

SCHEDULES

- 1 **Table of Data processing activities and policies**
- 2 **Company and Contact Information**

Table of data processing activities and policies

| | Legal Basis for Processing | Consent Required | | Data Information Types Held | | | | Record Format Type | | | Data | Records |
|---------------------------------|----------------------------|------------------|---|-----------------------------|---|--------------|--------------------------|--------------------|----------|----------|--------------------------|---|
| | | | | Address, phone, email | NI Number, driving licence, next of kin | Bank details | Business Trading Records | Digital | Hardcopy | Database | Maximum Retention Period | Deletion Policy |
| Staff | Contract | N | | Y | Y | Y | | Y | Y | Y | 6 years | Ex members of staff after maximum period of data retention |
| Directors | Contract | N | | Y | Y | Y | Y | Y | Y | Y | 6 years | Former Directors after maximum period of data retention |
| Members | Contract | N | | Y | | | Y | Y | Y | Y | 6 years | On cessation of membership and after maximum period of data retention |
| Grain pool members | Contract | N | | Y | | Y | Y | Y | Y | Y | 6 years | On cessation of membership and after maximum period of data retention |
| Credit account holders | Contract | N | | Y | | Some (dd) | Y | Y | Y | Y | 6 years | After 36 Months inactivity |
| Suppliers | Contract | N | | Y | | Y | Y | Y | Y | Y | 6 years | After 36 Months inactivity |
| Contractors & service providers | Contract | N | | Y | | Y | Y | Y | Y | Y | 6 years | After 36 Months inactivity |
| Newsletter recipients | Consent | | Y | Y | | | | Y | | y | | At request of recipient |
| CCTV images - Security purposes | Legitimate Interests | N | | | | | | Y | | | 9 days | Images overwritten after 9 days |
| Mobile phone data | contract | N | | Y | | | | Y | | y | | When individual no longer deals with Eosf |



Company and Contact Information

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|---------------------------------|---|
| Company | East of Scotland Farmers Ltd Forfar Road Coupar Angus Blairgowrie Perthshire PH13 9AW |
| Telephone | 01828 627264 |
| Fax | 01828 627002 |
| Website | http://eosf.co.uk |
| Data Compliance Manager | Stewart Peebles East of Scotland Farmers Ltd Forfar Road Coupar Angus Blairgowrie Perthshire PH13 9AW |
| Telephone | 01828 627264 |
| Email | Refer to contact details at http://eosf.co.uk |
| Information Commissioner | Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF |
| Telephone | 0303 123 1113 |
| Website | https://ico.org.uk/ |