



This Privacy Notice covers the personal information and associated information that is collected, stored, and managed by FreshLinc Ltd.

FreshLinc Ltd processes personal data as a Controller and a Processor 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:

Duncan and Topliss
Connexas
Aquarius IT
Guardian
Enterprise Software Solutions Ltd
Advanced Business Solutions Ltd
Shell
Swiped-On
GB Security
RTITB
Advantage Technologies
DSM (GB) Ltd
Barracuda
HSBC
Santander
Invu
Version 1
All BACS
Davis
E-Docs
Jot Form
Navision
LinkFresh
Quick Books
Lincolnshire Field Products Ltd
ESS
DAF
Scania
Iris Payroll
Paccar Finance
Volvo Financial Services
NIBC
WIX
UK Government (various sites)

Portbase
MAN
Mercedes
NI Business Communications
PayDashboard
Microsoft Office 365
Opentext Freeway (EDI)

The personal data and associated information collected by FreshLinc Ltd will be used as follows:-

Purpose for Processing:

- As a legitimate purpose for commercial business trading including:
 - o Contact details for individuals within the supply chain
 - o Financial information relating to payment processing including credit checks
 - o CCTV Monitoring for business operational purposes, investigations, security and health and safety purposes
 - o Collation of data and processing in respect of accident and insurance claims
 - o Management of data for KPI reporting
 - o Management and security of visitors and contracts to site premises

- As a legitimate purpose for a direct employment relationship including
 - o Name, address, contact details
 - o Financial information for payment of salaries and management of payslips
 - o Identification checks to confirm eligibility to live and work in the UK
 - o Certification and Accreditation data to confirm an individual is qualified and competent to undertake the employment for which they have applied
 - o Time and attendance monitoring for pay and performance purposes
 - o Medical information for ability to perform the role employed and/or 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 the 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 No 6) 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 1985, 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 Act 1988 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.

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
FreshLinc Ltd
Wool Hall Farm
Wykeham
Spalding
Lincs
PE12 6HW

Tel: 01775 725041

Possible Consequences or 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 work effectively, participating in membership schemes. In some cases, it could lead to disciplinary action, suspension or possible termination of employment.

Automated Decision Making

FreshLinc Ltd does not offer this function.