

DATA PRIVACY STATEMENT

1. INTRODUCTION

1.1 **Grovetree Limited and Associated Companies**, trading as Hammond Produce, Phoenix Group, Hammond Food Oils, T Hammond Farms, (“we”, “our” or “us”) provide this Data Privacy Statement to inform our employees of our policy relating to the processing of employee personal information.

1.2 This statement sets out the basis on which we will process our employees’ personal information. Please read the policy carefully to understand our practices regarding your personal information and how we will use it.

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

2. ABOUT US

Grovetree Limited and Associated Companies, (trading as Hammond Produce, Phoenix Farm Group, Hammond Food Oils, T Hammond Farms) are the data controllers of the personal data of their employees and are subject to applicable data protection laws.

2.1 We are registered with the Information Commissioner’s Office (“ICO”) under registration numbers Hammond Produce Limited ZA344104, Phoenix Speciality Oils Limited ZA344143, Phoenix Farm Group Limited ZA701116 Hammond Food Oils Ltd ZA344191, T Hammond Farms ZA344164 & T Hammond Farms Limited ZA804608.

Contacting us:

If you have any questions about this data privacy statement or your information, or to exercise any of your rights as described in this policy or under applicable data protection laws, you can contact Sally Hammond.

By email: sally.hammond@hammondproduce.co.uk

By telephone: 0115 966 0800

3. WHAT TYPES OF DATA ARE PROTECTED

3.1 *Personal data*

This Data Privacy Statement applies to your “personal data”, that is any information relating to you as an identified or identifiable person. This data is referred to in this Data Privacy Statement as your “**Information**”).

3.2 *Special categories of personal data*

Within the broad range of personal data, the following are “special categories of personal data” which are subject to a greater degree of protection:

- physical or mental health
- racial or ethnic origin
- political opinions
- trade union membership
- religious beliefs
- sexual life
- genetic and biometric data

4. WHAT INFORMATION WE COLLECT

4.1 Information you give us

4.1.1 You may give us Information about you by filling in forms on our website or by corresponding with us by phone, email, in person, or otherwise. This includes information you provide when you first applied for employment with us.

4.1.2 To assist us in complying with our obligation to maintain accurate Information you should immediately notify Human Resources department in writing of any changes to your personal details. Such changes may include but are not limited to:

- your name, change of address or telephone number or mobile telephone number;
- nationality or immigration status or births in your immediate family;
- examination passes or any other changes to your professional registrations or accreditations;
- change of address, telephone number etc. of next of kin or emergency contact;
- bank details;
- arrest, prosecution or conviction for a criminal offence;
- any disciplinary action taken against you by a professional or regulatory body; or
- if you become bankrupt, apply for or have made against you a receiving order, make any composition with your creditors or commit any act of bankruptcy.

Failure to comply with this requirement may constitute a disciplinary offence.

4.1.3 Where you have notified Human Resources or we otherwise become aware of an inaccuracy in your information we will take steps to ensure that Information is erased or rectified without delay.

4.2 Information we collect from you

4.2.1 We collect the personal information of our employees to operate our business and manage employees, to monitor employee performance and to comply with our legal and regulatory obligations as employers.

4.2.2 We may collect, store and use Information about your use of our IT system and about your computer, tablet, mobile or other device through which you access our IT system.

4.2.3 We set out below a list of Information we may collect from you. The Information that we may collect includes, but is not limited to, the following:

- your name;
- home address;
- contact details (such as telephone number and email address);
- date of birth;
- gender;
- marital status;
- copies of passport, driving licence and similar documents;
- education history, training and professional experience;
- current and past employment details;
- immigration status and work permits;
- languages spoken and level of proficiency;
- other information given in your CV;
- performance records and appraisals;
- holiday records;
- appraisals and relevant disciplinary and grievance records;
- remuneration and payroll information, including National Insurance number;
- images recorded on CCTV which operates in the car park
- security card with photo
- your IP address.

4.3 Special categories of personal data

Your Information includes such “special categories of personal data” (see the description provided above) as you and any medical professionals provide to us.

5. INFORMATION PROVIDED BY THIRD PARTIES

- 5.1 We may collect Information from other sources, such as those which are commercially available to us.
- 5.2 Some of the Information we collect (as described in section 4), and additional Information, may be provided to us by recruitment agencies with whom you have registered an interest. Such recruitment agencies support our recruitment processes under a duty of confidentiality.
- 5.3 During the recruitment process we may also research Information regarding your skills, experience or qualifications and comments and opinions made public on social networking sites such as LinkedIn, Facebook and Twitter.
- 5.4 We may also receive other information about you from organisations such as credit reference agencies, fraud prevention agencies and referees.

6. DATA RELATING TO CRIMINAL CONVICTIONS & OFFENCES

- 6.1 We may also collect and store personal data relating to criminal convictions and offences. This data is only processed where it is necessary for the purposes of:
- the prevention or detection of an unlawful act and is necessary for reasons of substantial public interest; or
 - establishing, exercising or defending legal rights.

7. WHAT WE DO WITH YOUR INFORMATION AND ON WHAT BASIS

- 7.1 We process your Information (other than special categories of personal data) for the reasons listed below. The legal justification for the processing of the Information is in each case one or more of the following (specific examples are given for each).

7.2 Processing is necessary for the performance of your employment contract

We have obligations towards you under the terms of your employment contract (for example, we are contractually obliged to pay your salary). Equally, you have contractual obligations to us, both as part of entering into your employment contract and in the ongoing performance of it. In order for us to ensure that both we and our employees can perform our contractual obligations, we may process your Information for the following purposes:

- recruitment processes (including negotiation and communicating with you in relation to your application);
- considering your suitability for employment, taking up your reference; and conducting appropriate checks;
- induction processes;
- workforce planning (including consideration for promotion and other roles and decisions about promotions and workforce restructurings);
- management of absence (including absence due to illness or injury);
- managing any health issues including any return to work / reasonable adjustments in connection with a disability;
- complying with our legal and regulatory obligations and for other purposes;
- training and training records;
- payroll processes and administration (including conferring benefits);
- monitoring employee performance;
- provision of any reference;
- disciplinary and grievance investigations, hearings and decisions;
- criminal records checks;
- drug & alcohol testing;
- undertaking business analysis activities; and
- managing tax, pensions and healthcare insurance payments.

We also monitor employee performance and behaviour through the information we collect about you during the course of your employment. This includes by:

- recording employee telephone lines;
- recording building access through CCTV installed in the car park
- blocking emails from being sent to clients when there is a concern regarding information being sent;
- monitoring access to websites from employee IP addresses and employee access to electronic files and systems for the purpose of identifying unusual patterns that might indicate a cyber-attack is occurring.

Further detailed information about our employee monitoring policy can be found in our CCTV Policy.

7.3 *Where we have a legal or regulatory obligation*

UK and EU law and certain regulations require us to process employee Information in order to comply with our legal or regulatory obligations. In order for us to do so, we may process your Information for the following purposes:

- to ensure the safety and security of our systems;
- carrying out equal opportunities monitoring;
- responding to government statistical monitoring; and
- liaising with HMRC and other government bodies in relation to attachment of earnings, child maintenance or payment of student loans.

7.4 *Where we have a legitimate interest*

Data protection law allows us to process employee information where it is necessary for the purposes of our legitimate interests. We consider it to be in our legitimate interests to process your Information for the following purposes:

- to administer our IT system including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our IT system to ensure that content is presented in the most effective manner for you and for your computer, mobile device or other item of hardware through which you access our IT system;
- as part of our efforts to keep our IT system safe and secure;
- to measure or understand the effectiveness of any advertising we serve to you and others, and to deliver relevant advertising to you;
- to contact current employees if they are absent from the office for business continuity purposes;
- to demonstrate our compliance with the need to ensure you have the right to work in the UK; and
- to contact former employees for work related or reference related reasons.

7.5 If you do not agree with the processing of your Information on the basis that it is in the Company's legitimate interests to do so, please inform us using the contact details at the beginning of this Data Privacy Statement, following which we shall cease to process your Information for that purpose, unless certain exceptions apply: see "Right to object to processing in certain circumstances" under "Your rights" below.

7.6 *Special categories of personal data*

7.6.1 We may process "special categories of personal data" for the purposes of:

- carrying out the obligations we have to exercise both the Company's and your specific employment rights under the contract of employment including monitoring equality of opportunity, to assess suitability for particular jobs and to consider whether adjustments may need to be made to accommodate an employee with a disability;
- to defend and bring legal claims; and
- in the case of information about your physical or mental health (including information contained in sickness records) to enable the Company to monitor sick leave, assess your working capacity, take decisions as to an employee's working capacity and for occupational health purposes.

8. DISCLOSURE OF YOUR INFORMATION TO THIRD PARTIES

8.1 For the purposes set out in section 7 above, we may share your Information with:

- our group companies;
- professional advisors (including lawyers, Human Resources, accountants and auditors);
- training providers;
- travel and travel management providers;
- IT system providers
- legal and regulatory authorities such as the Pension Regulatory Authority and;
- HM Revenue & Customs, CSA and local government.

8.2 We may also share your Information with other parties which provide products or services to the Company, such as its pension and payroll services and HR support services in order to enable us to comply with our overriding legal and regulatory obligations to you and to ensure that we comply with your contract of employment. These third parties will also be data controllers of your personal data and your personal information will be processed in accordance with the third party's privacy policy.

8.3 Third party benefit providers with whom we share your information are:

- Our group life insurer;
- Our drug & alcohol testing provider;
- Our pensions provider;
- Our medical health insurer;

You have been notified of the identity of the relevant benefit provider and any changes or additions will be communicated to you by email or other appropriate method.

8.4 We may also disclose your Information to third parties where it is in our legitimate interest to do so including for the following reasons:

- in the event that we sell or buy any business or assets, in which case we may disclose your personal information to the prospective seller or buyer of such business or assets;
- if all or substantially all of our assets are acquired by a third party, in which case personal information held by it about its customers will be one of the transferred assets; or
- if we are under a duty to disclose or share your personal information in order to comply with any legal obligation.

8.5 Save as set out in this Data Privacy Statement, or as required by law, we do not sell your personal information or disclose it to any third parties without your consent.

9. INFORMATION ABOUT DATA SUBJECTS CONNECTED TO YOU

9.1 In connection with the administration of your group life cover and in connection with you completing any expression of wishes form, we may collect your family members' (such as a parent, grandparent, great-grandparent or sibling) personal data.

10. POLICIES AND PROCEDURES

10.1 We implement a number of additional policies in relation to data privacy and data security. Please familiarise yourselves with these additional policies. If you have any questions about such policies and procedures you should speak to your line manager without delay or to the Data Protection Officer.

10.2 Any new or updated policies or manual will be communicated to you by email, or any other appropriate method.

11. SECURITY OF YOUR INFORMATION

- 11.1 We are committed to ensuring that your information is safe and take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Data Privacy Statement.
- 11.2 All information you provide to us electronically is stored on our secure servers.
- 11.3 Where we have given you (or where you have chosen) a password which enables you to access certain parts of our IT system, you are responsible for keeping this password confidential. We ask you not to share your passwords with anyone.
- 11.4 Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your Information, we cannot guarantee the security of your data transmitted to or stored on our IT system and any transmission is at your own risk. Once we have received your Information, we will use strict procedures and security features to try to prevent unauthorised access.

12. HOW LONG WE KEEP YOUR INFORMATION

We will keep your data for as long as necessary to fulfil the purposes described in this Data Privacy Statement or in the terms of your employment contract, or for as long as we are required by law.

13. YOUR RIGHTS**13.1 *Access to your information and updating your information***

- You have the right to access information which we hold about you. If you so request, we shall provide you with a copy of your personal information which we are processing and hold about you ("data subject access request"). For any further copies which you may request, we may charge a reasonable fee based on administrative costs.
- You also have the right to receive your personal information in a structured and commonly used format so that it can be transferred to another data controller ("data portability").
- We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

13.2 *Right to object to processing in certain circumstances*

You also have the right to object, on grounds relating to your particular situation, at any time to the processing of your personal information which is based on our legitimate interests. Where you object on this ground, we shall no longer process your personal information unless:

- the processing is nevertheless necessary for the performance of your employment contract; or
- the processing is necessary for the establishment, exercise or defence of legal claims; or
- we have a legal or regulatory obligation for which the processing of the Information is necessary; or
- we can demonstrate that our legitimate interest is sufficiently compelling to override your fundamental rights and freedoms.

13.3 *Your other rights*

13.3.1 You also have the right to request that we rectify your Information if it is inaccurate or incomplete.

13.3.2 In certain limited circumstances, you have the right to: request the erasure of your personal information ('right to be forgotten').

14. EXERCISING YOUR RIGHTS

- 14.1 You can exercise any of your rights as described in this Data Privacy Statement and under data protection laws by contacting via the details given in the "Contacting us" box above.
- 14.2 Save as described in this Data Privacy Statement or provided under data protection laws, there is no charge for the exercise of your legal rights. However, if your requests are manifestly unfounded or excessive, in particular because of their repetitive character, we may either: (a) charge a reasonable fee taking into account the administrative costs of providing the information or taking the action requested; or (b) refuse to act on the request.
- 14.3 Where we have reasonable doubts concerning the identity of the person making the request, we may request additional information necessary to confirm your identity.

15. COMPLAINTS

You also have the right to complain to the Information Commissioner's Office (<https://ico.org.uk/>) about our data processing activities. The Office has a dedicated helpline at 0303 123 1113.

16. CHANGES

- 16.1 This Data Privacy Statement may be amended by the Company at any time it is sole and absolute discretion. Any changes which may be made to this Statement in the future will be notified to you by email or in writing.

This Data Privacy Statement was last updated on 20th November 2020.