

Thomas Baty (Newcastle upon Tyne) Ltd. - Privacy Policy

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In this notice the terms “we”, “us” and “our” refer to Thomas Baty (Newcastle upon Tyne) Ltd., the data controller; “you” and “your” refer to any person to whom this notice applies, the data subject; and “regulations” means the Data Protection Act 2018 and the General Data Protection Regulations.

We are a private UK limited company (company registration number 568998) registered with the Information Commissioner’s Office (ICO) under registration reference Z1018563.

This privacy notice explains how we collect, store and process your personal information also known as personal data. We will never disclose your personal information to a third party without your explicit consent unless required to do so by law. We will contact you to let you know we are processing your personal information unless it is disproportionate or prejudicial to do so.

This privacy notice does not apply to personal information you may share with our employees in a purely personal or household activity; for example if you were to discuss a birthday party during a conversation, and similar purely personal sharing.

We are not required to appoint a Data Protection Officer. If you have any questions or wish to exercise any of your rights please contact Richard Crozier on telephone number 0191 4879411, or via our contact page at www.thomasbaty.co.uk/contact

How we collect your information

Most of the time you provide us with your personal information directly or through a third party you have consented to share your information; for example you may provide your name, address, phone number and other personal information if you are applying for a job directly or through a job search organisation. We may also receive personal information indirectly; for example from a credit reference agency if you apply for a credit account with us. However collected we process your personal information in compliance with the regulations at all times.

How and why we process your information

The lawful basis we rely on to process your personal information is that it is necessary for the purposes of our legitimate interests. We conclude this is the most appropriate basis because we process your data in ways that you would reasonably expect and have minimal privacy impact.

Our purpose for processing your personal data depends on your relationship to us, as follows:

If you are a current, ex- or potential customer, supplier, contractor or employee of a customer, supplier or contractor then we process your personal data solely in order to carry our legitimate business with you or your company including but not limited to selling or purchasing produce, supplying or receiving services, making or receiving payments, credit control and debt collection; for example our employees may store your mobile number on their phones and call you in order to discuss buying or selling fresh produce.

If you are a current, ex- or potential employee then we process your personal data solely to act as your employer, ex-employer or potential employer, such as contacting you to arrange an interview or processing payroll.

We operate a CCTV system for the purposes of security and the prevention and detection of crime. Our cameras are positioned only to view our premises, there is clear signage on display and we are registered with the ICO as required.

How long we keep your information

We only keep your information for as long as is necessary to carry out the purposes in the above section, then securely delete or dispose of it. You can request a copy of our retention schedule by contacting us.

Your rights

Informed: You have the right to be informed about the collection and use of your personal information. This privacy notice informs you how we collect and use your personal information.

Access: You have the right to ask us for copies of your personal information.

Rectification: You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Erasure: You have the right to ask us to erase your personal information, also known as ‘the right to be forgotten’.

Restriction: You have the right to ask us to restrict or suppress the processing of your information.

Objection: You have the right to object to us processing your data.

Portability: This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you.

Complain: You have the right to make a complaint to the ICO (www.ico.org.uk) however if you have a grievance please do contact us first to see if we can resolve your grievance.

We respond to requests within one month and you are not normally required to pay a fee. For full details of your rights please see the ICO website www.ico.org.uk or contact us.

Security

We regularly review our privacy policy and undertake regular information audits and privacy security audits to keep your personal information secure.