

## IAN MOSEY SUPPLIER PRIVACY NOTICE

We take our obligations with regard to data protection seriously. This Privacy Notice provides you with details of the types of personal data that we may obtain, hold and process about you in connection with your role as a representative of an organisation that supplies or may potentially supply products and/or services to us.

Ian Mosey Ltd, Ian Mosey (Feed) Ltd, Ian Mosey (Livestock) Ltd and BI & BM Mosey (“**we**”, “**us**”, “**our**”, “**the Company**”) will act as controller of your personal data for the purposes of data protection laws, unless specifically stated otherwise.

“**Personal data**” is information which (either on its own or in combination with other information that we hold) allows us to identify an individual.

### 1. What personal data do we collect and process?

The categories of personal data that we might process in connection with your dealings with us are your:

- full name;
- organisation’s name (i.e. the name of your employer and/or the organisation that you represent), company registration number and VAT registration number;
- gender;
- job title and description;
- work and correspondence postal address, telephone number, mobile number, and e-mail address;
- address at which supply activities are undertaken;
- bank account details and details of payments made to you (if you are a sole trader supplying goods and/or services to us);
- details of work undertaken by you and goods and services provided to us;
- information provided by (i) you and/or (ii) your employer / the organisation that you represent in insurance documents, training records and in response to subcontractor questionnaires;
- date of birth, date of issue and expiry of driving licence, driving licence number, place of birth, issuing authority signature and driving licence type where proof of driving licence is required;
- name of regulatory body, type of certification / membership and registration number(s) for required registrations (e.g. TASC);
- your organisation’s agricultural holding number; and
- personal data included in any correspondence between us.

Personal data will primarily be collected from you directly. However, some personal data will be collected by us from your employer / the organisation that you represent.

Please note that you are under no obligation to provide us with your personal data.

### 2. Why and for what purpose do we need your personal data?

We will process your personal data as set out above for the following:

Purpose	Lawful Basis
Negotiating and entering into supplier contracts, complying with our contractual obligations and exercise our rights under any contract(s) with our suppliers, customers and/or third parties).	This processing is necessary for our legitimate interests of (i) entering into and performing our obligations under and receiving the benefit from our contracts with customers and suppliers, including processing orders and giving / obtaining payment for goods and services; (ii) commencing, handling or defending any legal proceedings (including prospective legal proceedings), for obtaining legal advice or for establishing, exercising or defending legal rights; and (iii) the management and administration of the Company’s and each member of its

	<p>corporate group's relationships and contracts with suppliers and customers.</p>
<p>Communicating with suppliers in the normal course of our business, including notification of any changes to business practices (e.g. site rules, methods of submitting invoices etc.).</p>	<p>This processing is necessary for our legitimate interests of (i) performing our obligations under and receiving the benefit from our contracts with customers and suppliers; (ii) commencing, handling or defending any legal proceedings (including prospective legal proceedings), for obtaining legal advice or for establishing, exercising or defending legal rights; and (iii) the management and administration of the Company's and each member of its corporate group's relationships and contracts with suppliers and customers.</p>
<p>Obtaining legal and other professional advice.</p>	<p>This processing is necessary for our legitimate interests of (i) the management and administration of the Company's and each member of its corporate group's business, contracts, workforce, audit, forecasts, business planning and transactions (including joint ventures and business sales), and dealing with legal claims; and (ii) commencing, handling or defending any legal proceedings (including prospective legal proceedings), for obtaining legal advice or for establishing, exercising or defending legal rights.</p>
<p>Meeting health and safety obligations and implementing good health and safety practices (including our reporting obligations under health and safety laws).</p>	<p>Where we are legally required to record and report health and safety matters, the lawful basis for our processing of your personal data is that the processing is necessary for compliance with legal obligations to which we are subject.</p> <p>Where we process your personal data beyond our legal requirements for the purpose of meeting health and safety obligations and implementing good health and safety practices, this processing is based on the lawful basis that it is necessary for our legitimate interests of (i) ensuring that we promote good health and safety policies and procedures; (ii) recording health and safety incidents to improve the safety of our premises and working practices; and (iii) commencing, handling or defending any legal proceedings (including prospective legal proceedings), for obtaining legal advice or for establishing, exercising or defending legal rights.</p>
<p>Complying with legal, regulatory and other good governance obligations applicable to the Company and/or any member(s) of its corporate group, or in order to enforce or to protect the Company and/or member(s) of its corporate group's rights, property or safety, or that of their customers or other persons with whom they have a business relationship.</p>	<p>The processing is necessary for compliance with legal obligations to which we are subject.</p> <p>Where not necessary for compliance with legal obligations to which we are subject, this processing is also necessary for our legitimate interests of (i) implementing good governance policies and processes across the Company and each member of its corporate group; (ii) complying with</p>

	reporting requirements from and providing other information to relevant industry bodies (e.g. the Environment Agency, HMRC, and livestock certification bodies such as Freedom Food, Red Tractor, Quarterly Vet Visits etc.); (iii) keeping records of our activities; and (iv) commencing, handling or defending any legal proceedings (including prospective legal proceedings), for obtaining legal advice or for establishing, exercising or defending legal rights.
In connection with an actual or proposed sale, re-organisation financing, investment or other transaction involving the Company and/or any member(s) of its corporate group (including the necessary due diligence associated with such transactions).	This processing is necessary for our legitimate interests of the management and administration of the Company's and each member of its corporate group's business, workforce, audit, forecasts, business planning and transactions (including joint ventures and business sales), and dealing with legal claims.
Bringing, defending or cooperating with legal, regulatory or other claims, proceedings or investigations.	This processing is necessary for our legitimate interests of commencing, handling or defending any legal proceedings (including prospective legal proceedings), for obtaining legal advice or for establishing, exercising or defending legal rights.

### 3. Who will your personal data be disclosed to?

#### Corporate Group

We will share your personal details between our group companies to enable those companies to provide operational, procurement and legal support (including shared systems) to each other and to make business decisions relating to our corporate group where necessary for purposes of:

- the management and administration of the corporate group's business, deliveries, workforce, audit, forecasts, business planning and transactions (including joint ventures and business sales), and dealing with legal claims;
- commencing, handling or defending any legal proceedings (including prospective legal proceedings), for obtaining legal advice or for establishing, exercising or defending legal rights; and
- ensuring that all animal feed delivery and use locations are recorded for animal feed traceability requirements.

#### Third Party Providers

In addition, as a normal part of our business we will share your details with:

- our professional legal, accountancy, health and safety, technical and other advisors and auditors based in the United Kingdom in order to obtain legal, accountancy and other professional advice;
- our IT service providers based in the United Kingdom that provide network and storage infrastructure and/or software programs and support to us in connection with the operation of our business;
- our third party hauliers based in the United Kingdom that provide haulage services to our corporate group;
- industry bodies (e.g. the Environment Agency and livestock certification bodies such as Freedom Food, Red Tractor, Quarterly Vet Visits etc.) and abattoirs [based in the United Kingdom] as required to satisfy their requirements regarding the provenance of our products and animal feeds used in connection with them.

#### Sale or Transfer of Business or Assets

In the event that we sell or transfer (for example in outsourcing or reorganisation) any part(s) of our businesses and/or assets, we will also disclose your personal information to actual or potential purchasers or transferees of parts of the businesses or assets, and their respective advisers and insurers for the potential purchaser's or transferee's legitimate interests of:

- undertaking due diligence on, and valuing, the businesses and/or assets;
- transferring the personal information in connection with any relevant sale and the transfer of our contractual rights and/or obligations; and
- the use of such personal information by a purchaser or transferee for the operation of its business.

#### Legal or Regulatory

We will disclose your personal information to third parties, such as HMRC, DVLA and DVSA, if we are under a duty to disclose or share your personal information in order to comply with any laws, regulations or good governance obligations, or in order to enforce or to protect our rights, property or safety, or that of our customers or other persons with whom we have a business relationship.

#### **4. Data Retention**

We will retain your personal data for the longer period of:

- (i) our contract(s) with the organisation that you represent (or are employed by) and for a further period of 6 years following the termination or expiry of that agreement;
- (ii) our business relationship with you and for a further period of 6 years.

We will retain your personal data for longer than the period specified above if required by law, to defend or exercise legal rights (such as defending legal claims) or to comply with regulatory obligations.

#### **5. Your Rights**

It is important to us that you are in control of your own information. In order to control the use of your personal data, you can exercise the following controls:

1. You may request access to or copies of the personal data that we hold about you. If you would like to exercise this right, please email [info@ianmosey.com](mailto:info@ianmosey.com)
2. If you believe that any information we hold about you is incorrect or incomplete, please contact email [info@ianmosey.com](mailto:info@ianmosey.com) as soon as possible. We will take steps to seek to correct or update any information if we are satisfied that the information we hold is inaccurate. In certain circumstances, you may also request that we restrict our processing;
3. You may request that your personal data is deleted where it is no longer necessary for the purposes for which it is being processed and provided there is no other lawful basis for which we may continue to process such personal data. If you would like to exercise this right, please email [info@ianmosey.com](mailto:info@ianmosey.com) or call 01347 888636 and ask to speak to a Manager.
4. Where you have provided us with your personal data that we process using automated means, you may be entitled to a copy of that personal data in a structured, commonly-used and machine readable format. If you would like to exercise this right, please email [info@ianmosey.com](mailto:info@ianmosey.com) or call 01347 888636 and ask to speak to a Manager.
5. If we are processing your personal data to meet our legitimate interests (as set out above), you may object to the processing of your personal data by us. If we are unable to demonstrate our legitimate grounds for that processing, we will no longer process your personal data for those purposes.

You may also request that we restrict the processing of your personal data to that to which you have consented or for the establishment, exercise or defence of legal claims or the protection of the rights of another person:

- whilst we verify your data as set out in (2) above;
- pending verification of our legitimate grounds as set out in (5) above; or

- if the processing is unlawful or no longer necessary but you wish us to retain your data for the purposes of establishing, exercising or defending legal claims.

Please contact us if you have any concerns about how your personal data is processed and we will try to resolve your concerns. However, if you consider that we are in breach of its obligations under data protection laws, you may lodge a complaint with the Information Commissioner's Office. More information on lodging a complaint with the Information Commissioner's Office can be found at <https://ico.org.uk/concerns>.

## **6. Contact**

You can contact us by:

- e-mail at [info@ianmosey.com](mailto:info@ianmosey.com)
- post at Village Farm, Gilling East, York, YO62 4JH
- telephone on 01347 888636

## **Updates to this Privacy Notice**

We may change this Privacy Notice from time to time in order to reflect changes in the law and/or our personal data processing practices. When this happens and where we are required to do so by law, we will provide you with a new and/or updated Privacy Notice detailing how the use of your personal data is changing and, if necessary, obtaining your consent for the further processing, as may be applicable.

If you have any questions about this Privacy Notice, please contact us using the above contact information.

This privacy notice was last updated on 22<sup>nd</sup> April 2020.