KEYO
AGRICULTURAL SERVICES Ltd

Privacy Policy

We care about your information

Keyo Agricultural Services Limited is a data controller and data processor for the purposes of data protection legislation. Relevant and authorised employees will have access to the information. We ask you to share information with us so that we can hold essential details regards your employment and pay you. This document tells you what you can expect from us and how we will protect your rights. It applies to information we collect about employees and individuals who work at the companies we do business with.

We have a full Data Protection Policy & GDPR Policy which you are invited to view and are included in our Employee Handbook, on our website and are available upon request. If you wish to exercise any of your rights, please contact the HR Department.

Why do we process your information?

We process information about you, known as 'personal data' to enable us to carry out our business. We have a duty of care to look after the best interests of our customers and to do that we need to collect and process relevant information. We process some other information to help us make sure we are delivering a service that treats people legally and fairly, prevents human rights abuses, and is always improving.

Who will we share information with?

Auditors & Inspectors - From time to time we may be audited by third parties to ensure that we are operating a legally compliant and ethical business. These third parties may include:

- Government regulatory and enforcement audits
- Independent social compliance audits
- Client audits

Other - If we would like to share your data with anyone not covered in this privacy notice (such as sharing references/testimonials with potential companies, for example), we will only do this where we have a legitimate reason to do so and where required will ask for your specific consent to do so.

What are your rights?

All individuals have the following rights regarding their personal information (also called 'personal data')

1. The right to be informed - You have the right to know what information we hold about you, what we are using it for, who we are sharing it with, how long we are keeping it, and on what basis we are processing the data. While we always prefer to process data based on your explicit consent, there are also times when we have to process your information because we are required to by law.
2. The right of access - If you would like to see the records we hold on file for you, please contact the HR Department. All requests must be made in writing and will be dealt with within 30 days.
3. The right to rectification - If you believe we are holding incorrect information, you can ask us to correct it.
4. The right to erasure - You can ask us to remove your information from our records. As long as there is no legal requirement for us to keep them (for example, HMRC require us to keep payroll records for 6 years), we will remove your details.

5. The right to restrict processing - Instead of asking to be removed, you can ask us to stop processing it, provided there is no legal requirement for us to keep it
6. The right to data portability – If you want to take your data to another organisation, please contact the HR Department
7. The right to object – You have the right to object to your data being processed on the basis of legitimate interests, direct marketing, and processing for statistical purposes. We will stop processing your information immediately unless there are legal reasons for us not to do so.

What information do we collect? How do we use it? How long do we keep it?

This privacy notice has been divided into sections, so that you can read the information relevant to you. Each section tells you what information we collect, how we use it, and how long we will keep it for. These sections are:

- Employees
- Individuals who work at the companies we do business with

Employees

Employees are those people who work directly for and within our Company

What information do we collect?

We collect personal data from you in order to fulfil our contract with you, to comply with our legal obligations and where it is in our legitimate interests as an employer.

As part of our recruitment process, in order to assess your suitability for employment, we will ask for the following information:

- Name, date of birth and contact details, including telephone number, email address and postal address
- Your right to work status (including taking copies of original passport/visa documents)
- Your skills, experience and qualifications, including education
- CV and references
- Whether you require any reasonable adjustments in the recruitment process
- Questions relevant to your ability to carry out the role

We also collect sensitive personal data, which includes:

- Disability/health conditions relevant to the role
- Criminal convictions, if any

Once a job offer has been made and accepted, we will also ask for and hold the following information:

- Bank details
- National Insurance Number
- Salary/Pay Details of work you've done with us
- Your next of kin
- Whether you require any reasonable adjustments to undertake the role
- Any training records and/or testing results relevant to your position, which were undertaken during employment with Keyo Agricultural Services Limited.

How do we use it?

The information we ask for helps us to assess your suitability for employment, to enable us to employ you and to fulfil legal or regulatory requirements. You don't have to provide the information we ask for, but it might affect our ability to employ you if you don't. This information is collected, processed and retained because employers have a 'legitimate interest' under data protection law to do this.

How long do we keep it?

If you are successful in your application for employment with us, we keep the information you provide for either the minimum period we are required to keep it by law, or as defined in our Data Retention Policy or for as long as you give us consent to keep the information. If you are unsuccessful in your application for employment with us, the information will be kept on file for one year after the end of the recruitment process for that role. Once you are working with us, your employee record will include other relevant information, including:

- Training records
- Appraisal and performance review records
- Sickness absence records
- Correspondence records (including disciplinary and grievance meeting notes where relevant)

Your employee record will be retained for the duration of your employment and for differing periods depending on the records as defined in our Data Protection and GDPR Policy following the end of your employment.

External Business Contacts

External business contacts means individual employees at the supplier, support, client and other organisations we work with to perform the legitimate activities of our business.

What information do we collect?

We collect personal data in order to comply with our legal obligations and where it is in our legitimate interests as an employer to do so. Individuals within the companies we work with are also entitled to have their personal information protected. We will only share information where it is allowed by law and relevant to our legitimate business activities, such as providing name, job title and contact details when arranging an interview. We may also share professional information that is already in the public domain (such as company website pages, LinkedIn profiles, and similar media).

How do we use it?

The information we ask for will only be used in connection with the legitimate activities of our business.

How long do we keep it?

We keep the information for either the minimum period we are required to keep it by law, or for as long as you give us consent to keep the information, whichever is longer. We will retain contact details for individuals within client organisations while the organisation remains a current or prospective client organisation. Individuals within the organisations we work with have the same rights as any other individual (including the right to be forgotten). Anyone wishing to exercise their rights under data protection legislation should contact the HR Department.

Complaints or/and Queries

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact HR Department via hr@keyo.co.uk or 01652 659005.

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at https://ico.org.uk/concerns/, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.