#### **Privacy Policy**

This website is operated by Home Farm Nacton Ltd. We take your privacy very seriously, therefore, please read this policy as it contains important information about: Who we are

How and why we collect, store, use and share personal information

Your rights in relation to your personal information, and

How to contact us and supervisory authorities in the event that you have a complaint.

#### Who we are

Home Farm Nacton Ltd ('we' or 'us') collect, use and are responsible for certain personal information about you. When we do so, we are regulated under the General Data Protection Regulations (GDPR) which apply across the European Union (including the UK) and we are responsible as 'contrroller' of hat personal information for the purposes of these laws.

The personal information we collect & use Personal information about you and personal information you provide and third parties

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you:

Shall consent on their behalf to the processing of their personal data; Shall receive any data protection notices on their behalf; and Shall consent on their behalf to the transfer of their personal data abroad.

#### How we use your personal information

We collect information about our users for the following purposes: Contact any relevant changes to the business and/or availability Send weekly availability emails (if applicable) Account details for payments (if applicable) Personal information relevant to accountancy audits

## Who your information may be shared with

We may share your information with law enforcement agencies in connection with any investigation to help prevent unlawful activity.

We will not share your personal information with ant other 3rd parties.

## How long you're your personal information will be kept

We will hold your personal information for the following periods:

Relevant information will be kept on file whilst you are an active supplier/customer of Home Farm Nacton Ltd

All data will be destroyed after 12 months of zero activity with Home Farm Nacton Ltd For accounts purposes, account information will be kept for 7 years, after which, all will be destroyed.

These periods are no longer than necessary in each case.

## Keeping your information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We will also use technological and organisation measures to keep your information secure.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Indeed, while we will use all reasonable efforts to secure your personal data, in using the site, you acknowledge that the use of the internet is not entirely secure and, for this reason, we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet. If you have any particular concerns about your information, please contact us using the details below.

# What rights do you have?

Under the General Data Protection Regulation, you have a number of important rights free of charge. In summary, those include rights to:

Fair processing of information and transparency over how we use information that this Privacy Notice is designed to address

Require us to correct any mistakes in our information which we hold

Require the erasure of personal information concerning you in certain situations

Receive the personal information concerning you which you have provided to us, in a structured commonly use and machine-readable format and have the right to transmit those data to a third party in certain situations

Object at any time to processing of personal information concerning you for direct marketing Object to decisions being taken by automated means, which produce legal effects concerning you or similarly significantly affect you

Object in certain other situations to our continued processing of your personal information Otherwise restrict our processing of your personal information in certain circumstances For further information each of those rights, including the circumstances in which they replay, see the Guidance from the UK Information Commissioner's Office (ICO) on individuals rights under the General Data Protection Regulations.

## If you would like to exercise any of these rights please:

Email, call or write to use

Provide us with information to identify you

Provide proof of identity (a copy of driving licence or passport)

Provide the information to which your request relate to

From time to time we may also have other methods to unsubscribe (opt-out) from any marketing literature or availability lists. If such are offered, please note that there may be some period after selecting to unsubscribe in which literature/availability may still be received while your request is being processed.

This policy was published and updated on 25th May 2018.

We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access this website.

## **Contacting Us**

If you have any questions about this policy or the information we hold about you, please contact us by:

Email: info@homefarmnacton.co.uk

Post: Home Farm Nacton Ltd Unit A Camilla Court Nacton, Ipswich Suffolk IP10 0EU