



Upper Teesdale Agricultural Support Services

“In It Together” Privacy Notice

Upper Teesdale Agricultural Support Services (“we” & “our”) promise to respect and keep safe, any personal data you share with us, or that we get from other organizations.

We aim to be clear when we collect your data and not do anything you would not reasonably expect.

This statement is made in order to comply with the provisions of the Data Protection Act 1998, and to tell you how we will use any personal information that you give to us.

What Information we collect

Personal information we hold will generally include your name, address, email address, and telephone number, your needs and problems.

Lawful Basis for Processing “Legitimate Interests”

You have chosen to either

- Allow us to support you, or
- Help us assist other people in need

Our “legitimate Interest”, and “purpose” for processing your personal data is the provision to you of the information, support, and services that you allow us to provide or to allow us to administer the provision of support to others.

While using “Legitimate Interests” as the lawful basis for processing data, one of the duties expected of us is that we balance our interests in the processing of your data against your own interests.

We promise that we will not use the data outside of the stated purposes.

How we use your information

Any information we collect about you will be stored securely and treated in accordance with the Data Protection Act 1998.

We will only keep the minimum data that we need for the stated purposes and only use the data we hold in ways in which you would expect in accordance with the level of involvement you have with us.

We will not use your data for marketing purposes nor will we pass any on to others for that purpose.

How we keep your data safe and who has access

We ensure that there are appropriate controls in place to protect your personal details.

We will ensure that your information is only accessible in appropriate circumstances. Access will be restricted to those that need it in order to perform their role.

We will endeavour to ensure that any personal information that you give us is kept only for as long as it is needed for the purposes for which it was given.

Third Parties

We will not share your information with people outside the “In It Together” circle.

It may be necessary for some roles to conduct a Disclosure and Barring Service (DBS) check. This will only be done with your informed consent.

Where there appears to be a clear need to safeguard the welfare of an individual and/or his/her family it may be necessary to share information with relevant authorities to address this.

Your right to know what data we hold about you, make changes, or ask us to stop using your data

You have the following rights

- Object to your data being processed on the basis of “Legitimate interests”
- Access the personal data which we hold regarding you, this will be provided free of charge (unless one of the conditions in GDPR apply)
- Rectification. If details are incorrect/incomplete, you have the right to have them corrected or completed. You also have the right to ask us stop the processing of your data while the matter is being investigated.
- Erasure You have the right to have the data erased if it is no longer necessary for the purpose for which it was originally collected or processed.
- Restrict Processing If the data which we hold about you is in dispute or if we use it in a way which is outside our stated intentions here, then you have the right to have the processing of your data restricted.

Such applications and objections should be made the project manager responsible for HR and Policy.

Generally, the rights outlined above must be actioned/responded to within a month, however these periods vary.

Further and more detailed information can be found at The Information Commissioners Office Website <https://ico.org.uk/home>