

## DATA PROTECTION POLICY AND PRIVACY NOTICE GDPR

### Privacy Notice – Suppliers/Subcontractors

#### What this Notice covers

Sportfields Ltd takes privacy very seriously and we are committed to protecting the privacy and security of your personal information.

This Privacy Notice describes how we collect and use personal information about you in accordance with the General Data Protection Regulation (GDPR) and data protection legislation.

#### Identify of the data controller

Sportfields Ltd is a “data controller”

This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

#### Categories of personal data we process

We will collect, store, and use the following categories of personal information about you:

- Personal and Business contact details such as name, title, addresses, telephone numbers, personal emails and Business emails
- Bank Account details
- National Insurance Number and Unique Tax Reference and or Company Registration Number
- Relative Business information

#### Our Lawful bases for processing your data

We will use your personal information in the following circumstances:

- To administer and manage our relationship with you, including to set up and maintain your Supplier account facility
- To process orders with you for goods and services
- To deal with any enquiries written or verbally that we may receive from you
- To comply with any applicable laws and regulations
- Where it is necessary for our legitimate interests or those of a third party and your interests and fundamental rights do not override those interests

#### Our proposes for processing your data

- Determining the terms on which we work for you
- Administering the contract, we have entered with you
- Make payment to you for goods or services you have provided us with
- Verifying you (if necessary) with HMRC under the CIS scheme

## Who has access to your data

We may share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Recipients of your data may include third party service providers (such as our IT maintenance provider). Other related business entities, a regulator or to otherwise comply with the law.

Where we do so, we will require third parties to respect the security of your data and to treat it in accordance with the law.

Below is a list (not exhaustive) of the main third parties we work with and a link to their privacy notice/website.

Brunel Insurance Brokers – We use Brunel for all our commercial fleet and liabilities needs for further information please refer to their website at: <https://www.brunel-insurance.co.uk>

NFU – We use NFU for all our plant and machinery needs for further information please refer to their website at <http://nfumutual.co.uk>

Bishop Fleming Chartered Accountants – We use Bishop Fleming Chartered Accountants for all our accounting and tax returns – for further information regarding their Privacy Notice please refer to <http://bishopfleming.co.uk>

AD Computer Services – We use AD Computer Services who are a data processor on behalf of Sportfields Ltd and manage our IT infrastructure, files and backups – for further information please refer to <http://www.ad-computerservices.co.uk>

## Security of your data

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

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

## How we decide how long to retain your data

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

## Training

All our staff will have completed training on GDPR in 2018 and our Induction Process will now include this training within the first three months of employment with Sportfields Ltd.

## Your rights

You have the right to:

- **Request access to**, and a copy of, your personal information
- **Request correction** of the personal information that we hold about you
- **Request erasure** of your personal information
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

We have appointed the Managing Director to oversee compliance with this Privacy Notice. If you have any questions about this Privacy Notice or how we handle your personal information please put your questions in writing to the Managing Director at the following address:

The Managing Director  
Sportfields Ltd  
Moor Lane  
Clapton-in-Gordano  
Portishead  
Bristol  
BS20 7DW

If you believe Sportfields Ltd has not complied with your rights, you can complain to the information Commissioner (ICO).

Dated 06/03/2024

Signed.....  .....

Geoff Collins – Director  
Review Date 06/03/2025

Our Company Details:

Registered Address: Moor Lane, Clapton-in-Gordano, Portishead, Bristol, BS20 7RF

Company Registration No: 02664851

VAT Number: 609 3771 26

Website: [www.sportfields.co.uk](http://www.sportfields.co.uk)