



FARMCARE

Farmcare Trading Limited ('Farmcare')

Privacy Statement

Farmcare is committed to safeguarding your personal information in accordance with data protection law. This Statement explains how, and on what legal basis, we collect, store, and use personal information about you: as a tenant of one of our residential properties or as a former Farmcare employee.

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information where we need to perform the contract we have entered into with you or where we need to comply with a legal obligation.

It is important that you read this Statement so that you are aware of how and why we are using your information and what your rights are in relation to your information.

Farmcare Trading Limited is a company incorporated in England and Wales (company number 09152445) (**Farmcare**).

Farmcare is the "data controller" of your personal information. This means that we are responsible for deciding how we hold and use personal information about you, and for looking after this information.

If you wish to contact us about this Statement, please email us at farmcare@wellcome.ac.uk or contact us by post:

Data Protection Officer
Farmcare Trading Limited
215 Euston Road
London NW1 2BE
United Kingdom

Further information on data protection law can be found here: <https://ico.org.uk/for-the-public>

1. The information we hold about you, how we collect and use it and our legal basis for doing so

Your personal data, or personal information, is any information about you from which you can be identified directly or indirectly. This may be information you have given to us (or someone acting on our behalf) or that we otherwise collect from you in the course of our interactions with you.

The main reasons we collect your information are to carry out and perform our contract with you and comply with legal obligations. The information we collect is, and will, only be used for one of the purposes outlined in this Statement and where we have a valid legal basis for doing so.

(a) Former Farmcare Employees

We hold the following personal information about former Farmcare employees:

- Basic Information:
 - Personal contact details such as name, title, address, telephone number, and personal email addresses
 - Dates of employment at Farmcare
 - Last position held at Farmcare
 - Contracted hours
 - Final salary
- Occupational health information
- Health and safety records

We use this information for the purpose of meeting our continuing obligations as an ex-employer e.g. providing employment references (where requested by former employees) and responding to any queries or claims relating to health and safety and occupational health records.

We share your information with The Wellcome Trust Limited who manage our ongoing HR-related matters on our behalf under an intra-group services agreement. In exceptionally rare circumstances, we may be required to share your information if required to do so under a court order or if requested by the police or other regulatory or governmental authority.

Without this information Farmcare would be unable to meet its obligations as your former employer to provide employment references when you request them or respond to claims and queries on health and safety and occupational health-related matters.

(b) Farmcare Tenants

Our managing agents, Savills, oversee the management of our residential lettings. On our behalf as your landlord, Savills collects and uses the following information from you, as a tenant:

- Name and title
- Gender
- Personal contact details: address, telephone number, email address
- Third party references
- Passport details
- Bank account details

Your information is used for the purpose of entering into the tenancy arrangement between you and Farmcare and managing the ongoing relationship with you. Without this information, Farmcare would be unable to enter into and perform its obligations under its agreement with you.

In exceptionally rare circumstances, we may be required to share your information if required to do so under a court order or if requested by the police or other regulatory or governmental authority.

2. Automated decision-making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you. We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

3. How we look after your information

Farmcare is committed to safeguarding your personal information and your privacy. We have put in place appropriate security measures to prevent your 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. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

Please contact us at farmcare@wellcome.ac.uk for further details on how we look after your information.

4. How long we keep and use your information

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it. This may mean holding on to your personal information for a certain period of time after you have ceased to have a relationship with Farmcare, such as for the purposes of satisfying any legal, accounting, or reporting requirements.

When determining the appropriate period of time to retain your personal information, we consider several factors, including the amount, nature, and sensitivity of the information,

the potential risk of harm from unauthorised use or disclosure of your information, the purposes for which we handle and use your information and whether we can achieve those purposes through other means, and the applicable legal requirements. We securely erase your information once it is no longer needed.

Further information on our retention policy is available from us by contacting farmcare@wellcome.ac.uk.

5. Your rights over your information

At any time, you have the right to, amongst other things, access the information we hold on you or notify us that you no longer wish to be included on our database for marketing purposes. If you wish to contact us regarding your information, please email farmcare@wellcome.ac.uk.

To help us keep the personal information we hold about you accurate and current, please keep us informed if your personal information changes by emailing farmcare@wellcome.ac.uk.

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **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 particular 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.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.
- **Withdraw your consent** for us to use your personal information at any time, where we are handling your information on the basis of your consent.

If you'd like to exercise any of the rights mentioned above, please email farmcare@wellcome.ac.uk

In almost all circumstances, you can exercise any of these rights free of charge. However, in circumstances where your request for access is unfounded or excessive we may charge you a reasonable administrative fee or simply refuse to respond.

Although we hope that you would never feel that you had to, you do have the right to lodge a complaint with the supervisory authority, the Information Commissioner's Office: www.ico.org.uk.

6. Changes to this Statement

This Statement was last updated on 24 October 2018. Changes to this Statement may be made in response to changes to regulation, legislation or Farmcare itself. Therefore, we ask that you come back every now and then to check for any updates.