

Lincolnshire Co-operative Limited
Colleague, Worker and Contractor Privacy Notice

1. WHAT IS THE PURPOSE OF THIS DOCUMENT?

Lincolnshire Co-operative Limited (**Lincolnshire Co-op**) is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

It applies to all colleagues, workers and contractors.

Lincolnshire Co-op 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. Our details are set out below:

Company name:	Lincolnshire Co-operative Limited
Company number:	IP141R
ICO registration number:	Z6728865
Registered office:	Stanley Bett House, 15-23 Tentercroft Street, Lincoln, LN5 7DB
Contact name:	Data Protection Officer
Email address:	dataprotection@lincolnshire.coop

This notice applies to current and former colleagues, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practicable.

It is important that you read and retain 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 and what your rights are under the data protection legislation.

2. DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.

2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

3. THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection.

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

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.
- Marital status and dependants.
- Next of kin and emergency contact information.
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension and benefits information.
- Start date and, if different, the date of your continuous employment.
- Leaving date and your reason for leaving.
- Location of employment or workplace.
- Copy of driving licence (where your role requires us to obtain this).
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Employment records (including job titles, work history, working hours, holidays, training records and professional memberships).
- Compensation history.
- Performance information.
- Disciplinary and grievance information.
- CCTV footage and other information obtained through electronic means such as swipe card records.
- Information about your use of our information and communications systems.
- Photographs.
- Results of HMRC employment status check, details of your interest in and connection with the intermediary through which your services are supplied.

- Where you have applied for a clinical role with us (such as a pharmacist) we will also retain copies of your qualifications (such as your MPharm degree or OSPAP qualification), professional registration and any other documentation which is required for your role with us. We will also retain information about any pre-registration training which you have undertaken as well as your GPhC registration assessment.
- We will retain details of any qualifications or training you provided to us when you applied for the role or which you obtained whilst in our employment.
- If you undertake an apprenticeship with us, we will retain information about that apprenticeship including records of the training you undertake and the qualifications you achieve.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership.
- Information about your health, including any medical condition, health and sickness records, including:
 - details of any absences (other than holidays) from work including time on statutory parental leave and sick leave;
 - where you leave employment and the reason for leaving is related to your health, information about that condition needed for pensions and permanent health insurance purposes; and
 - where we are required by UK law to do so, we will also ask you to provide proof that you have received both doses of your COVID 19 vaccine.
- Information about criminal convictions and offences.

4. HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about colleagues, workers and contactors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, the General Pharmaceutical Council, credit reference agencies or other background check agencies.

We may also collect personal information about you from your pension provider where it is appropriate for us to do so.

We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

5. HOW WE WILL USE INFORMATION ABOUT YOU

We will only use your personal information when the law allows us to. In order to process your personal data in accordance with data protection law we must ensure that we have a lawful

basis for processing under article 6 of the UK GDPR. Where we process ordinary personal data our lawful basis for processing will most commonly be:

1. Where we need to perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. 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.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest or for official purposes.

5.1 Situations in which we will use your personal information

We need all the categories of information in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. In some cases, we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below. We have indicated in the table below the purpose or purposes for which we are processing or will process your personal information, as well as indicating which lawful basis we may rely on.

Activity	Article 6 lawful basis for processing under UK GDPR
Making a decision about your recruitment or appointment.	Article 6(f)- Legitimate interests- it is in our legitimate interests to process your personal data in a manner which allows us to make decisions about your recruitment or appointment.
Determining the terms on which you work for us.	Article 6(b)- Contract.
Checking you are legally entitled to work in the UK.	Article 6(c)- Legal obligation.
Paying you and, if you are an colleague or deemed colleague for tax purposes, deducting tax and National Insurance contributions (NICs).	Article 6(b)- Contract.
Providing benefits to you (if applicable for your role).	Article 6(b)- Contract.
Enrolling you in a pension arrangement in accordance with our statutory automatic enrolment duties.	Article 6(c)- Legal obligation.
Liaising with your pension provider and	Article 6(f)- Legitimate interests- it is in our

any other provider of colleague benefits.	legitimate interests to liaise with these organisations where it is necessary for us to do so in regards to your pension and to ensure that all colleague benefits are administered correctly.
Administering the contract, we have entered with you.	Article 6(b)- Contract.
Business management and planning, including accounting and auditing.	Article 6(f)- Legitimate interests- it is in our legitimate interests to ensure that we run our business as efficiently as we can. Your personal data may therefore be processed for business management purposes to facilitate this.
Conducting performance reviews, managing performance and determining performance requirements.	Article 6(b)- Contract. Article 6(f)- Legitimate interests- where this is not a term of your employment contract our lawful basis will be legitimate interests. This is because it is in our legitimate interests to conduct performance reviews, manage your performance and put processes in place to determine your performance requirements in order to assess your performance in your role.
Making decisions about salary reviews and compensation.	Article 6(b)- Contract. Article 6(f)- Legitimate interests- where this is not a term of your employment contract our lawful basis will be legitimate interests. This is because it is in our legitimate interests to use your personal data to make decisions about salary reviews and compensation where it is appropriate for us to do so.
Assessing qualifications for a particular job or task, including decisions about promotions.	Article 6(f)- Legitimate interests- it is in our legitimate interests to assess your qualifications for a particular job or promotion.
Gathering evidence for possible grievance or disciplinary hearings.	Article 6(f)- Legitimate interests- it is our legitimate interests to gather evidence for both grievance and disciplinary hearings. We need to do so as an organisation to ensure that such hearings are investigated thoroughly and in a manner which is fair to all parties.
Making decisions about your continued employment or engagement.	Article 6(f)- Legitimate interests- it is in our legitimate interests to assess your employment or engagement with us where there is a business need for us to do so.

Making arrangements for the termination of our working relationship.	Article 6(b)- Contract.
Education, training and development requirements.	Article 6(b)- Contract. Article 6(f)- Legitimate interests- where it is not a term of your employment contract to undertake education, training and development our lawful basis for processing your personal data in this manner will be legitimate interests. This is because we have a legitimate interest as an organisation for our colleagues to receive education, training and development to ensure they fulfil and excel in their role and provide the best service to our customers.
Dealing with legal disputes involving you, or other colleagues, workers and contractors, including accidents at work.	Article 6(c)- Legal obligation.
Ascertaining your fitness to work.	Article 6(c)- Legal obligation.
Managing sickness absence.	Article 6(c)- Legal obligation.
Complying with health and safety obligations.	Article 6(c)- Legal obligation.
Complying with our obligations in relation to COVID 19 under UK law.	Article 6(c)- Legal obligation.
To prevent fraud.	Article 6(c)- Legal obligation.
To monitor your use of our information and communication systems to ensure compliance with our IT policies.	Article 6(f)- Legitimate interests- it is important that as a business we ensure that our systems are used in accordance with our IT policies as failure to do so could result in harm to our organisation.
To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.	Article 6(f)- Legitimate interests- it is vital that as a business we prevent unauthorised access to our systems to ensure that we protect the data which we hold and comply with our legal responsibilities under data protection law.
To conduct data analytics studies to review and better understand colleague retention and attrition rates.	Article 6(f)- Legitimate interests- it is in our legitimate interests to use your personal data in this manner to ensure we continue to provide a competitive employment package.
Equal opportunities monitoring.	Article 6(c)- Legal obligation.
Use of your Images and Videos	Article 6(b)- Contract. This requirement is incorporated into their contract upon joining the society. We respect wishes of the colleagues who don't want to be photographed or recorded.

Some of the above grounds for processing will overlap and there may be several grounds which

justify our use of your personal information.

5.2 If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

5.3 Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

6. HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations or exercise rights in connection with employment.
3. Where it is needed in the public interest, such as for equal opportunities monitoring.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public. We may also process such information about members or former members in the course of legitimate business activities with the appropriate safeguards.

6.1 Situations in which we will use your sensitive personal information

In general, we will not process particularly sensitive personal information about you unless it is necessary for performing or exercising obligations or rights in connection with employment. On rare occasions, there may be other reasons for processing, such as it is in the public interest to do so. The situations in which we will process your particularly sensitive personal information are listed in the table below along with the purpose or purposes for which we are processing or will process your more sensitive personal information:

Activity	Article 6 lawful basis for processing under UK GDPR	Article 9 lawful basis for processing under UK GDPR (if required)
Dealing with legal disputes involving you, or other colleagues, workers and contractors, including accidents at work.	Article 6(c)- Legal obligation.	Article 9(b)- Employment, social security and social protection (if authorised by law).
Ascertaining your fitness to work.	Article 6(c)- Legal obligation.	Article 9(b)- Employment, social security and social protection (if authorised by law).
Information relating to leaves of absence, which may include sickness absence or family related leave.	Article 6(c)- Legal obligation.	Article 9(b)- Employment, social security and social protection (if authorised by law).
Information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits including statutory maternity pay, statutory sick pay, pensions and permanent health insurance.	Article 6(c)- Legal obligation.	Article 9(b)- Employment, social security and social protection (if authorised by law).
Complying with our obligations in relation to COVID 19 under UK law.	Article 6(c)- Legal obligation.	Article 9(b)- Employment, social security and social protection (if authorised by law).
Information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.	Article 6(c)- Legal obligation.	Article 9(b)- Employment, social security and social protection (if authorised by law).
Information about your trade union membership to deduct the membership fees from your salary, register the status of a protected colleague and to comply with employment law obligations.	Article 6(c)- Legal obligation.	Article 9(b)- Employment, social security and social protection (if authorised by law).

6.2 Do we need your consent?

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

7. INFORMATION ABOUT CRIMINAL CONVICTIONS

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our Data Protection Policy.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We may also process such information about members or former members in the course of legitimate business activities with the appropriate safeguards.

We envisage that we will hold information about criminal convictions.

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us. We will use information about criminal convictions and offences for the following purposes:

1. When you apply for a role in our community team. This is because due to the nature of this role you will be required to undertake a DBS check and we will receive the outcome of this. We will also require you to undertake further DBS checks throughout your employment with us and copies of these will be retained by us.
2. When you (or a third party) make us aware of a criminal conviction and we deem that we have a lawful basis to retain this information.

We are allowed to use your personal information in this way to carry out our obligations. We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

8. AUTOMATED DECISION-MAKING

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:

1. Where we have notified you of the decision and given you 21 days to request a reconsideration.
2. Where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights.
3. In limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.

If we make an automated decision on the basis of any particularly sensitive personal information, we must have either your explicit written consent or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard your rights.

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.

9. DATA SHARING

We may have to share your data with third parties, including third-party service providers and other entities in the society.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the UK.

If we do, you can expect a similar degree of protection in respect of your personal information.

9.1 Why might you share my personal information with third parties?

We will 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.

9.2 Which third-party service providers process my personal information?

“Third parties” includes third-party service providers (including contractors and designated

agents) and other entities within the society. The following activities are carried out by third-party service providers: pension administration, benefits provision and administration and IT services

We will share personal data regarding your participation in any pension scheme where it is appropriate for us to do so.

9.3 How secure is my information with third-party service providers and other entities in our society?

All our third-party service providers and other entities in the society are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

9.4 When might you share my personal information with other entities in the society?

We may share your personal information with other entities in our society as part of our regular reporting activities on company performance, in the context of a business reorganisation or restructuring exercise, for system maintenance support and hosting of data.

9.5 What about other third parties?

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. In this situation we will, so far as possible, share anonymised data with the other parties before the transaction completes. Once the transaction is completed, we will share your personal data with the other parties if and to the extent required under the terms of the transaction.

We may also need to share your personal information with a regulator or to otherwise comply with the law.

This may include making returns to HMRC, disclosures to stock exchange regulators and disclosures to shareholders such as directors' remuneration reporting requirements.

10. DATA SECURITY

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

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 colleagues, 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. Details of these measures may be obtained from our Data Protection Officer.

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.

11. DATA RETENTION

11.1 How long will you use my information for?

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. Details of retention periods for different aspects of your personal information are available in our retention policy which is available on the intranet. 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.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer a colleague, worker or contractor of the company we will retain and securely destroy your personal information in accordance with our data retention policy and applicable laws and regulations.

12. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

12.1 Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

12.2 Your rights in connection with personal information

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.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Data Protection Officer in writing.

12.3 No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

12.4 What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

13. RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact our Data Protection Officer. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

14. DATA PROTECTION OFFICER

We have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact our Data Protection Officer via email at dataprotection@lincolnshire.coop. If you remain dissatisfied, you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

15. CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.