



Privacy Policy

Information that we collect

Over Farm processes personal information to meet our legal, regulatory, statutory and contractual obligations and to provide you with information, either about our products and services or about matters of public interest. We will never collect any unnecessary personal data from you and will not process your information in any way other than as specified in this notice without telling you first.

Over Farm collects personal information from the following:

Visitors to our websites

Enquirers, visitors and survey respondents

- people who email us or use our contact us forms
- people who contact us via social media
- people who respond to a survey
- visitors to our office

People exercising a statutory right

- people who contact Over Farm in relation to a data protection subject access request
- people who contact Over Farm about the processing of their personal data
- people complaining about Over Farm

Our Customers

- people who use our services or attend an Over Farm event
- subscribers to Over Farm Newsletters other marketing campaigns
- people who have given us their permission to contact them with information and updates

Our Colleagues

- our staff

How we use your personal data

Over Farm takes your privacy very seriously and will never disclose, share or sell your data without your knowledge; unless we are required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have

consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. The purposes and reasons for processing your personal data are detailed below:

Enquirers, visitors, survey respondents and interested parties	
Purpose of the processing	To respond to enquiries from the public, provide services, inform our products and services and ensure the safety of our visitors.
Legal basis of the processing	GDPR Article 6(1)(f) legitimate interest Processing is necessary for the purposes of providing information to the public; responding to enquiries from individuals; recording these responses; providing consistent and accurate information and advice; ensuring the personal safety of individuals attending our premises.
Categories of personal data collected or processed	Name Job title Personal email address Personal address (correspondents) Employer Telephone number Business email
Any recipient or categories of recipients of the personal data	We do not share the personal details of enquirers. Survey respondents' personal details will be processed by the provider of the survey software used to collect their responses. We ensure that the agreements we have in place with such processors contain adequate provisions for the protection of your personal information, and/or that your personal data is only processed in accordance with our written instructions, and you may ask us to see these at any time. Over Farm uses Mailchimp to conduct mailout communications and will share recipients' email addresses with Mailchimp.
Details of transfers to third country and safeguards	We conduct mailout communications using Mailchimp, a service provided by The Rocket Science Group LLC, a company based in the United States of America. When you sign up to receive Over Farm Newsletter your contact information may be transferred to Mailchimp in the USA. Read Mailchimp's privacy terms.
The source of the personal data	Provided by data subject or their authorised representative
Retention period	Personal data of enquirers - anonymised at closure of enquiry - enquiry details retained for 1 year. All other information - 3 years
Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	The provision of personal information may be part of a contractual requirement, if you are visiting our offices on behalf of a supplier. Provision of personal information may also be a statutory requirement, as it will enable us to discharge our health and safety duties to people attending our offices. In such cases, if you do not provide us with your information, you may be refused entry to our premises.

The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.	None
--	------

People exercising a statutory right	
Purpose of the processing	To give effect to the individual's statutory right, for example: <ul style="list-style-type: none"> - right to access information by using our information request procedure - right to access information by making a subject access request - right to be forgotten - right to rectification - right to restrict processing
Legal basis of the processing	GDPR Article 6(1)(c) Compliance with a legal obligation
Categories of personal data collected or processed	Name Personal address Personal email address Telephone number Business email address Form of Identification (where required)
Any recipient or categories of recipients of the personal data	We will only share your data where we are required to do so by law, or by the Information Commissioner's Office.
Details of transfers to third country and safeguards	None
The source of the personal data	Provided by the individual.
Retention period	Up to 3 years from closure of request.
Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	The provision of data is part of a statutory requirement. If you do not provide us with your data, we may not be able to give you the information you request, unless it is already available in the public domain.
The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.	None.

Our customers	
Purpose of the processing	To enable Over Farm to deliver services and provide information effectively.
Legal basis of the processing	GDPR Article 6(1)(b) performance of a contract
Categories of personal data collected or processed	Name Personal email Business email Telephone number
Any recipient or categories of recipients of the personal data	Over Farm uses Mailchimp to conduct mailout communications and will share recipients' email addresses with Mailchimp.
Details of transfers to third country and safeguards	We conduct mailout communications using Mailchimp, a service provided by The Rocket Science Group LLC, a company based in the United States of America. When you sign up to receive Over Farm

	Newsletter, your contact information may be transferred to Mailchimp in the USA. Read Mailchimp's privacy terms .
The source of the personal data	Provided by the individual or by his/her authorised representative
Retention period	6 years from completion of contract
Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	The provision of personal information may be part of a contractual requirement, if you are visiting our offices on behalf of a supplier. Not providing us with your information may lead to you being refused entry to our premises.
The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.	None

Our colleagues	
Purpose of the processing	To fulfil our contracts of employment.
Legal basis of the processing	GDPR Article 6(1)(b) fulfilment of a contract GDPR Article 9(2)(b) employment, social security and social protection legal obligations (Special Category Data only)
Categories of personal data collected or processed	Name Personal address Personal telephone number Job title Personal email address Date of birth National insurance number Tax code Bank account details Proof of identity Special Category Data Nationality Ethnicity Religious and/or spiritual belief Gender Trade union membership Marital status Next of kin details Dependants Health information
Any recipient or categories of recipients of the personal data	HMRC In all cases, sharing is limited to the information necessary for the performance of a function.
Details of transfers to third country and safeguards	None
The source of the personal data	Provided by individual
Retention period	Six years from employment or contract end date

Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	Processing is necessary as part of a statutory requirement. If you do not provide us with your personal data, we may be unable to fulfil our employment obligations to you. Processing is necessary as part of a contractual requirement. If you do not provide us with your personal data, we may not be able to fulfil our contractual obligations to you.
The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.	None

Exercising your rights

If Over Farm processes personal information about you, you have the **right to access** that information, and to request information about:

- what personal data we hold about you
- the purposes of the processing
- the categories of personal data concerned
- the recipients to whom the personal data has/will be disclosed
- how long we intend to store your personal data for
- if we did not collect the data directly from you, information about the source.

In some cases, if you believe that we hold any incomplete or inaccurate data about you, you have the **right to ask us to correct and/or complete the information** and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You may also have the **right to request erasure** of your personal data or the **right to restrict processing** (where applicable) in accordance with data protection law; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If you would like to exercise any of these rights, you can do so by contacting us:

Office address: Over Farm, Over, Gloucester, GL2 8DB

By email: info@overfarm.co.uk

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Processing for legitimate interests and with your consent

As noted in the '**How we use your personal data**' section of this notice, we occasionally process your personal information under the legitimate interests' legal basis. Where this is the case, we have ensured that we have weighed your interests and any risk posed to you against our own interests; ensuring that they are proportionate and appropriate.

Where you have consented to us using your details for a particular purpose, we will keep such data until you notify us otherwise and/or withdraw your consent.

Processing Special Category Data

Where we collect such information, we will only request and process the minimum necessary for the specified purpose and identify a compliant legal basis for doing so.

Lodging a complaint

Over Farm only processes your personal information in compliance with this privacy policy and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority. In the first instance, complaints should be directed to:

info@overfarm.co.uk

If you remain concerned that your information has not been handled as described, you may raise your complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
0303 123 1113

<https://ico.org.uk/concerns/handling>

Use of cookies by Over Farm website

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, remember your individual settings and preferences, and to measure how you use websites to ensure they meet your needs.

We do not use cookies to identify individuals or collate personal data. We only use cookies to make our sites work better for you.

Most web browsers allow some control of cookies through the browser settings, and you are able to manage and delete cookies from specific websites.

To find out more about cookies, including how to see what cookies have been set by the websites you visit, and how to manage and delete them, visit [All About Cookies](#).

The table below explains the cookies we use on each website and why.

www.herdigital.co.uk

Cookie	Name	Purpose	More information
Google Analytics	_utma _utmb _utmc _utmz	These cookies are used to collect information about how visitors use our site. This information is used to improve the Over Farm site and to ensure it meet your needs. All data is collected in an anonymous form and includes information such as the number of visitors to our website and the pages they visit while they're on our site.	Overview of privacy at Google Opt out of Google Analytics
Google cookies	GAPS khcookie NIDS PREF VISITOR_INFO1_LIVE YSC	We use the YouTube video player and Google Maps functionality on our website. These are cookies set by Google to store your user preferences.	Overview of privacy at Google
Wordpress	G_ENABLED_IDPS_ga tk_ai	We will collect information about your visits via our website platform provider	Wordpress Privacy Policy