



RS Agri Ltd

Data Retention Policy

Last Updated On : 08/03/2024



1. INTRODUCTION

RS Agri Ltd (referred in this notice as “our”, “we” or “us”) understand that your privacy is important to you and that you care about how your personal data is used, shared and stored. It is important to note that as Data Controllers, RS Agri Ltd are directly responsible for any personal data we process and must therefore ensure that we are aware of our responsibilities under the law.

2. WHAT IS THIS DATA RETENTION POLICY?

This policy sets out our guidelines for retaining different types of data and for how long.

3. WHO WE ARE?

RS Agri Ltd is a private company limited by shares (Ltd) registered under Company Number 06905177 with Companies House. We are registered with the Information Commissioners Office (the ICO), with the reference number C1079111.

As the data controller, we have implemented numerous technical and organisational measures to ensure the most complete protection of personal data processed through our company and our website. Although, internet-based data transmissions can in principle exhibit security vulnerabilities, so absolute protection cannot be guaranteed. For this reason, every person affected is free to transmit personal data to us by alternative means, such as by telephone.

If you have any queries or requests relating to data protection, please email data.protection@rsagri.com. Our Data Protection Officer is Sam Lloyd, a Director of RS Agri Ltd.

4. SCOPE

This policy covers all data in the possession or control of RS Agri Ltd regardless of the medium in or on which those data are held. Where statute or regulation departs from the requirements of this policy, RS Agri Ltd will comply with the relevant statute or regulation.

5. POLICY

5.1 Personal Data

Personal data retention is governed by current Data Protection legislation. These data must be accurate, up to date and retained for no longer than is necessary for the purpose for which they were obtained. Detail of retention periods can be found in the ‘5.3 Retention Periods’ section on page 3.

Although this is distinct from the right to rectification and the right to object, there are close links between those rights and the right to restrict processing:

- If an individual has challenged the accuracy of their data and asked for we to rectify it, they also have a right to request we restrict processing while we consider their rectification request
- If an individual exercises their right to object, they also have a right to request we restrict processing while we consider their objection request

5.2 Lawful Basis of Processing Personal Data

We comply with our obligations under the General Data Protection Regulations (GDPR), the regulations set by the European Union, and Data Protection Act 2018 (DPA 2018), the UK law that encompasses the GDPR.

We do this by:

- Keeping personal data up to date
- By storing and destroying personal data securely
- By not collecting or retaining excessive amounts of personal data
- By protecting personal data from loss, misuse, unauthorised access and disclosure
- By ensuring that appropriate technical measures are in place to protect personal data

In most cases, the lawful basis for processing personal data will be either because it is necessary for our performance of a contract with you, because you have consented to our use of your personal data (e.g. subscribing to RS Update), or because it is in our legitimate interest.

We use personal data for the following purposes:

- To set up customer & supplier accounts
- To ship parts or machinery by courier or hauler
- Sell services, parts or machinery
- Provide an email newsletter

5.3 Retention Periods

The following retention periods are analysed into the categories of data held within RS Agri Ltd; these are as follows:

5.3.1 Customers

Data Process	Data Type	Retention	Justification
Account creation	Personal data	A minimum of 6 years and after if the account is still active	Required for creating an account for our company records
	Personal data	A minimum of 6 years and after if the account is still active	Required to sell services, parts or machinery
Invoices	Personal data	A minimum of 6 years and after if the account is still active	Required for our company records
Show enquires	Personal data	A maximum of 1 month or until the enquiry is uploaded to our system, whichever is shorter	Required to be able to contact the customer about their enquiry

5.3.2 Suppliers

Data Process	Data Type	Retention	Justification
Account creation	Personal data	A minimum of 6 years and after if the account is still active	Required for creating an account for our company records
	Personal data	A minimum of 6 years and after if the account is still active	Required to purchase services, parts or machinery
Invoices	Personal data	A minimum of 6 years and after if the account is still active	Required for our company records

5.3.3 Employees

Data Process	Data Type	Retention	Justification
Address	Personal data	6 years after the employee leaves	Required for employment
Contact details	Personal data	6 years after the employee leaves	Required for employment
Driving license	Personal data	6 years after the employee leaves	Required for employment
National insurance number	Personal data	6 years after the employee leaves	Required for employment
Performance reviews	Personal data	6 years after the employee leaves	Required for employment
Employment contract	Personal data	6 years after the employee leaves	Required for employment

6. AMENDMENTS TO THIS DATA RETENTION POLICY

From time to time, we may update this policy. If we make amendments, we will revise the “Last Updated On” date on the front page of this policy and update the data retention link on our website.

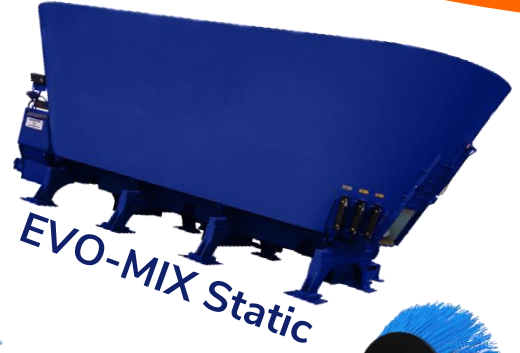
7. NOTES



EVO-BED PEGASUS



SABRE 600+



EVO-MIX Static



EVO-BED NOVA



EVO-MIX S



EVO-BED PHOENIX



EVO-MIX PRO



EVO-BED VELA



EVO-BED ORION



SABRE 900+



EVO-MIX ONE



EVO-MIX



EVO-BED eNOVA

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