



# Supplier & Website Users Privacy Notices

## **1. General Privacy Notice for our Suppliers & Website users**

If you or your employer supplies goods or services to IPL, we will need some information about you, such as your name, job title and contact details so we can contact you and work with you to manage the contract and relationship for the goods or services you supply to us.

### **What Information do we collect and how do we use it?**

We collect Information about you that either you give to us yourself or that your company provides to us. We only have what we need to manage the contract and IPL's relationship with you and your company.

We may also use your Information where necessary to carry on our business, to comply with our legal and contractual obligations, and to protect our property and assets.

For details about how we collect and use Personal Information for these and other specific purposes, please read on.

### **Who do we share it with and who can access it?**

We have controls to limit access to your Information to:

- a. Individual colleagues who need it to do their job, such as processing deliveries and payment;
- b. Business partners, including our parent company Asda,
- c. If requested, and where it is required or permitted by law, we may provide Information to:
  - Official bodies, such as government agencies, local authorities, regulators and the police, who are authorised to request Information where it is necessary for their lawful purposes;
  - IPL's advisers, including lawyers, insurers, accountants and auditors;
  - Other organisations such as law firms or insurance companies acting on behalf of individuals, who may request CCTV or other evidence containing Personal Information, to support a claim in relation to an incident or accident involving their client at an IPL site.

### **Where do we store and process your Information?**

We store your information on our computer systems, or in secure storage, some of your information may be stored overseas with our country office technical teams.

Because the law in some of these countries does not provide the same level of protection as UK law, we put in place data transfer agreements that processes Personal Information outside the European Economic Area.

These agreements require that, wherever your information is held, it is protected to the same high standard as required by law in the United Kingdom. You can request a copy of a data transfer agreement from our Data Protection Officer at [dataprotection@asda.co.uk](mailto:dataprotection@asda.co.uk).

### **How do we protect and secure it?**

We use security measures, including physical, administrative, and technical safeguards to protect the confidentiality of your Personal Information. These measures may include encryption, security certificates, access controls, information security technologies, policies, procedures and other information security measures to help protect your Information.

When designing or buying new computer systems and processes we look at ways to identify and mitigate potential security risks and then monitor and test our security systems to help protect your information. Where possible, we also try to anonymise information so that people can't be identified from it.

### **How long do we keep your Information?**

Unless otherwise stated we will keep your Personal Information for 7 years after the end of the contract that you work on, then we will ensure it is securely deleted.

## **Signing In/Out at Reception**

### **What Information do we collect about you?**

When signing in at an IPL site we will ask for your name, contact number, organisation, vehicle registration number and the purpose of your visit.

### **How do we use it and protect it?**

We use this information for health and safety purposes, we need to make sure that we know which third parties are on site in the event of an emergency e.g. fire evacuation.

Completed Visitor Control Logs are stored in a secure filing cabinet at site.

### **Who do we share it with?**

Your Information may be shared with authorised IPL colleagues and your employer. We may be obliged to share your Information with Police, Government Agencies and Regulators.

### **Where your Information is kept, processed or accessed from?**

All information is retained in hardcopy at each IPL site.

### **How long will we keep your Information?**

Visitor Control Logs are retained for 12 months.

## **CCTV**

### **What Information do we collect and how do we use it?**

#### **At our sites**

We use CCTV to:

- Ensure the safety of our colleagues and customers and for the prevention and detection of crime
- Investigate accidents and claims
- Investigate potential breaches of IPL Policy

#### **In our car parks**

Where applicable we use CCTV to prevent and detect crime and investigate accidents and incidents. We also use it to monitor and manage the use of our car parks.

### **Who do we share your Information with?**

Where necessary we share footage and images from CCTV with the police, local authorities and government agencies for the prevention and detection of crime.

Where requested by a law firm or insurance company acting on behalf of an individual, we may disclose CCTV footage or images for use by them as evidence in pursuit of claims, for example, damage to a vehicle.

### **How long will we keep your Information?**

CCTV footage is held on our systems for approximately 31 days unless requested for investigative purposes. Where necessary for authorised purposes, copies of footage may be kept for as long as is necessary to fulfil the applicable purpose e.g. investigation of a suspected crime or accident and any related legal or regulatory action. These copies will be securely destroyed when the purpose has been fulfilled.

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## **IPL Free Wi-Fi**

### **What Information do we collect about you?**

The IPL Free Wi-Fi is available in the majority of our sites, when you register to use this service we will collect your device identifiers such as your MAC address.

### **How do we use it?**

We will only use this Information to allow your device to register and connect to the Wi-Fi network

### **Who we share it with**

We may be obliged to share your Information with Police, Government Agencies and Regulators.

### **Where your Information is kept, processed or accessed from?**

Your Information will be processed safely inside and outside the EEA. If any country is deemed not to have an adequate level of protection we will always put the appropriate safeguards in place.

### **How do I find out more or deregister my device?**

No personal information is recorded against your device.

## **Accidents and Incidents**

### **What Information do we collect about you?**

In the event that you are involved in an accident or an incident, such as a near miss at one of our sites, we collect information to allow us to appropriately investigate. We collect information on the nature of the event, contact details of the parties involved, including any witnesses, witness statements, and any photographic or CCTV footage of the incident in order to aid our investigations.

### **How do we use it and protect it?**

Your information is used to investigate the accident or incident to determine the root cause by the team at site to prevent recurrence. Information may also be used to contact you following the event for a follow up. Depending on the seriousness of the accident or incident you may be contacted by a member of our Health and Safety Team.

All details both personal and incident information is stored on an electronic database, physical copies of accident documentation are stored in access restricted lockable filing cabinets, typically at the site where the incident occurred.

### **Who we share it with?**

All incidents are reported centrally to our database which is operated by IPL. They are reported to allow for appropriate escalation, tracking and resolution.

In the event of a serious incident we have a legal obligation to report the accident and incident information to the Health and Safety Executive directly. This may result in information being disclosed to a member of their team for further investigation.

### **How long will we keep your Information?**

Accident documentation is retained for four years after the date of notification, unless the individual is aged less than 18 years, where the accident packs are held for three years after the individual turns 18.