

# Privacy notice - Temporary Certificate of Competence, Certificate of Competence, and WATOK License

Information on our Temporary Certificate of Competence (TCoC), Certificate of Competence (CoC), and WATOK license privacy policy, why we require data, what we do with the data and your rights.

The Food Standards Agency will act as the 'Controller' of the personal data provided to us

## Why we need it

We need to collect this information to be able to process your application.

The information you give us in this form is used by the Food Standards Agency in the performance of our statutory duties. We will not collect any personal data from you which we do not need. Providing us with this information is a statutory requirement and failure to provide the information could result in the Food Standards Agency being unable to process your application.

## How and where we store your data and who we may share it with

Your information may be passed to the Welsh government, local government authorities, the Department for Environment, Food and Rural Affairs (Defra) and the Animal and Plant Health Agency (APHA). The Food Standards Agency will sometimes share data with other government departments, public bodies, and organisations which perform public functions to assist them in the performance of their statutory duties or when it is in the public interest.

We retain personal information only for as long as necessary to carry out these functions, and in line with our retention policy. This means that this information will be retained for 60 years from receipt.

For more information, please see the [How and where we store your data and who we may share it with](#) section in our Personal Information Charter.

## International transfers

For more information on international transfers, please see the [International transfers](#) section in our Personal Information Charter.

## EU citizens

For more information on EU Citizens Privacy Notice, please see the [EU citizens](#) section in our Personal Information Charter.

## **Your rights**

For more information on your rights, please see the [Your rights](#) section in our Personal Information Charter.

## **Contact us**

If you have any queries concerning this Privacy Notice, your personal information or any questions on our use of the information, please email our Data Protection Officer in the FSA, who is the Information Management and Security Team Leader using the address below.