

# Privacy notice - policy development records for food contact materials

Information on the policy development records for food contact materials privacy policy relating to enquiries, briefings, projects and reference material, as well as consultations on policy and legislation development.

The Food Standards Agency will be what is known as the 'Controller' of the personal data provided to us.

## What information we hold

The personal information we hold on you consists of the name and address of your business and any relevant contact details.

## Where we get this information from

The Food Standards Agency obtains this information from a number of sources, including directly from individuals, industry bodies, local authorities and other government departments.

## Why we need it

We need to collect this information as it will allow us to effectively carry out our official duties of completing a necessary task and to the required standard with regard to the development of food policy. It is also necessary for the performance of a task carried out in the exercise of official authority vested in us and/or will be in the public interest.

## What we do with it

We retain personal information only for as long as necessary to carry out these functions, and in line with our retention policy. This asset covers different records which will have different retention periods. The individual retention periods and requirements are outlined below:

- enquiries: information will be retained for 5 years from receipt
- briefings: information will be retained for 5 years from receipt
- research projects: information will be reviewed 7 years after closure (date of last modification) and a decision will be made on whether it should be sent to the National Archives
- policy: information will be reviewed 7 years after closure (date of last modification) and a decision will be made on whether it should be sent to the National Archives

All the personal data we process is located on servers within the European Union. Our cloud based services have been procured through the government framework agreements and these services have been assessed against the national cyber security centre cloud security principles.

Third parties do not have access to your personal data unless the law allows them to do so. In

line with this commitment your information may be shared with other government departments, public bodies and organisations that perform public functions to assist them in the performance of their statutory duties or when it is in the public interest. If an enquiry or another task requires input from another government department, your information may be passed on to them (for example, some food contact material related tasks may require input from Department for Environment, Food and Rural Affairs (Defra), Department for Business, Innovation and Skills (BIS) and Health and Safety Executive (HSE)).

## **Your rights**

You have a right to see the information we hold on you by making a request in writing to the email address below. If at any point you believe the information we process on you is incorrect you can request to have it corrected. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).