

# Privacy notice - applications for Better Training for Safer Food courses

Information on our privacy policy for applications for Better Training for Safer Food (BTSF) courses, why we require data, what we do with the data and your rights.

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

## Why we need it

We collect this information for the purpose of allocating places on BTSF funded training courses and do this in line with our statutory duties under the Food Standards Act 1999.

We will share your personal information with authorised BTSF contacts and training providers.

We will not collect any personal data from you which we do not need. We will not disclose your personal information to anyone other than those mentioned.

## 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. Contact details will be held for 6 years from receipt.

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.

No third parties have access to your personal data unless the law allows them to do so. 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.

## 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).