

## **Privacy notice for procurement tenders**

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

### **What information we hold**

The personal information we hold on you may consist of:

- name
- email address
- CV (including qualifications, skills/expertise, employment history, company role)
- location
- grade/job title

### **Where we get this information from**

The Food Standards Agency obtains this information from your employer.

### **Why we need it**

We need to collect this information for the purpose of evaluating tender proposals, submitted by your employer offering to supply our requirements for goods and services. We do this in line with the performance of our legal obligation to do so and it is necessary for the performance of a task carried out in the exercise of official authority vested in us or in the public interest. We will not collect any personal data on you which we do not need.

### **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 means that this information will be retained 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 official duties or when it is in the public interest. For the purposes of the Governments transparency commitment we may be required to publish data (subject to redactions requested under the Freedom of Information Act exemptions).

### **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).

## **Team contacts**

### **[Information Knowledge Management](#)**

#### **Team contact**

[informationmanagement@food.gov.uk](mailto:informationmanagement@food.gov.uk)