

# Privacy notice for FSA Register of Specialists

Our privacy policy for Register of Specialists, 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.

## Purpose and lawful basis for processing

We need to collect your personal data for the purposes of sifting applications and compiling a database of experts for the FSA Register of Specialists.

We will not collect any personal data from you which is not necessary for the performance of a contract to which you are party to, or in order to take the necessary steps prior to entering into a contract with the FSA, including application sifting and selection, and any necessary identity, security or right to work checks.

Where we process your special category data such as that relating to equal opportunities monitoring, we do so to carry out our employment law obligations and for reasons of substantial public interest in line with our Data Protection and Human Resources Policies.

## What we need and how we use it

The Register of Specialists is a database held internally from which experts can be picked by FSA staff for specific pieces of work and your details will be added to the FSA's internal project management databases.

As an expert in your field we will commission from you short pieces of ad hoc work under contract to provide scientific and technical services.

If you wish to be on the Register and be contracted for ad hoc work, failure to provide the information requested could result in either a delay or the FSA being unable to process your information for these purposes.

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

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 7 years from receipt.

Your application may be passed to expert individuals who may not be FSA employees for the purposes of carrying out the sifting and selection of applicants to go on the Register.

In line with this commitment your information may be passed to other Government departments

and to FSA Scientific Advisory Committees in order to identify gaps in the areas of expertise. The FSA Scientific Advisory Committees are:

- [Advisory Committee on the Microbiological Safety of Food \(ACMSF\)](#)
- [Advisory Committee on Animal Feedingstuffs \(ACAF\)](#)
- [Advisory Committee for Social Science \(ACSS\)](#)
- [Advisory Committee on Novel Foods and Processes \(ACNFP\)](#)
- [Committee on Toxicity \(COT\)](#)
- [Committee on Carcinogenicity \(COC\)](#)
- [Committee on Mutagenicity \(COM\)](#)
- [FSA Science Council](#)

Your equal opportunities monitoring data, and data relating to your identity checks and banking data will not be shared for these purposes.

For more general 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.