

# Privacy notice for FSA guest user access

Information on the FSA guest user access privacy policy, 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 information for the purpose of providing you with guest user access to specified site/sites in the Food Standards Agency Azure Cloud.

We do this in line with the performance of our public task. We will not collect any personal data from you which we do not need.

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

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.

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 2 years from receipt in line with our default retention policy for Office 365 Microsoft SharePoint sites and Teams.

## 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.