Privacy notice for Evidence Package Tracker

Information on the FSA's Evidence Package Tracker privacy policy, why we require data, what we do with the data and your rights.

The Food Standards Agency (FSA) 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 personal data on key staff and external collaborators involved in requesting, producing, coordinating, reviewing and receiving evidence packages and their components that are uploaded to the Evidence Package Tracker. This consists of names, job titles/roles and may in some cases include work contact details.

The purpose is to enable a clear internal understanding of the key participants working on evidence packages, for example, so staff will know who to contact if they need to obtain updates, answer questions, collaborate or circulate information. It will also form part of our internal audit trail.

We do this in line with the performance of our statutory duties and the exercise of the official authorities vested in the FSA and the performance of tasks carried out in the public interest.

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, on How and where we store your data and who we may share it with see our Personal Information Charter.?

We retain this personal data 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 on the Evidence Package Tracker for 10 years.

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.?