

# Privacy notice for the Risk Analysis Tracker

Information on the Risk Analysis 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

The Food Standards Agency obtains this information directly from Food Standards Agency (FSA) and Food Standards Scotland (FSS) staff as part of providing staff access to the Tracker and indirectly from external collaborators as part of their contribution to the risk analysis.

We process this information in line with the performance of our statutory duties and the exercise of the official authorities vested in us and the performance of a task carried out in the public interest. In particular, as part of our statutory duties to carry out risk analysis process using science and evidence to provide advice to government, business and consumers on food safety risks.

## What we need and how we use it

We need to collect and hold personal information on key FSA and FSS staff and external collaborators involved in requesting, producing, coordinating, reviewing and receiving Risk Analysis and their components that are uploaded to the Tracker. This consists of names, job titles/roles and may in some cases include work contact details. We need to collect and process the personal information in order to:

- Grant and administer access to the Tracker.
- Communicate with users to obtain updates, answer questions, collaborate or circulate information.
- Maintain an internal audit trail.

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

We store the information obtained on an FSA site and use it to securely share risk analysis information between FSA and FSS staff and external collaborators.

For more general information on [How and where we store your data and who we may share it with](#) see our Personal Information Charter.

We will retain your personal information only for as long as necessary to carry out these purposes, and in line with our retention policy. This means that this information will be retained on the Risk Analysis 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.