

Appendix 1

TERMS AND CONDITIONS AGREEMENT

The following terms and conditions must be accepted and signed by all recipients of Eat Safe Awards.

1. The certificate and associated publicity materials will remain the property of the Eat Safe Award Scheme organisers at all times.
2. The Eat Safe Award certificate and associated publicity materials must be displayed only in the food business to which it was originally awarded.
3. The Eat Safe Award is not transferable from one operation/address to another or between consecutive proprietors/franchisees/companies occupying the same premises.
4. The Scheme organisers may withdraw the Eat Safe Award certificate and associated publicity materials at any time if:
 - (a) There is a fall in the standards and the food business no longer meets the criteria.
 - (b) The food business ceases to trade.
 - (c) The food business is taken over by a different proprietor/franchisee/company.
5. In the event of the Eat Safe Award being withdrawn the certificate and associated publicity materials will be surrendered to the Scheme organisers (Any frame attached to the certificate by the Award holder may be removed before surrender).
6. In the event of the Eat Safe Award being withdrawn the publicity materials including the Scheme logo will no longer be used for any reason (unless the Award is subsequently reinstated).
7. In the event of the food business ceasing to trade the Local Authority will be informed and the Eat Safe Award certificate and associated publicity materials will be returned to the Scheme organisers.
8. Should the criteria for achieving the Eat Safe Award change and should awardees not meet the 'new criteria' they will agree to work to attaining the new criteria within a time period deemed acceptable and agreed by the Local Authority or surrender their Eat Safe Award.

NAME

ADDRESS

POSTCODE

DECLARATION

I acknowledge receipt of an Eat Safe Award and hereby agree to fully abide by the above terms and conditions.

I acknowledge that I have read and understand the Privacy Statement.

PRINT NAME

SIGNED *

DATE

POSITION HELD

* This signature should only be that of the proprietor/franchisee/company secretary or other person nominated by the company.

Privacy Statement

Using your personal information:

Food Standards Scotland values any information that we collect, hold, or process and take your privacy seriously. The personal information which you supply to us in this Assessment Form will be used in the following ways:

- in the exercise of our official authority as the competent food and feed authority in Scotland;
- we may share your information with other public bodies for the performance of a task carried out in the public interest or to help prevent fraud and crime, or where we are required to do so by law;
- the information provided by you will be added to our secure Stakeholder database;
- The name, address and telephone number of the business will be published on the Eat Safe section of our website.

For further information on how your information is used, the security and technical measures we use in our organisation to protect your information, and your enhanced rights to access the information we hold on you, please contact our Data Protection Officer at the following email address: dataprotection@fss.scot

Appendix 2 ASSESSMENT OF BUSINESS

Local Authority: _____ Date of Assessment: _____

1. FOOD BUSINESS DETAILS			
Business name			
Address & Postcode			
Telephone Number			
Email address			
Proprietor / Franchisee name			
Status of operation (please tick)	Privately owned and managed		
	A franchised operation		
	A local branch of a centrally managed 'chain'		
	<i>If so enter name and address of head office below</i>		
Category/categories to be listed on the Eat Safe website	Bakers		Butchers
	Care Sector		Coffee Shops / Cafés
	Delicatessens		Education Sector
	Fishmongers		Grocer/ general food retailers
	Hotels, Restaurant, Public House		Supermarkets
	Takeaways		Workplaces
Recipient name to appear on the certificate			
2. COMPLIANCE WITH THE SCHEME CRITERIA (All boxes to be ticked 'Yes')			YES
Compliance -			
Has the Food Business met the Food Hygiene Information Scheme (FHIS) Pass standard? <i>Note: Only minor not recurring non compliances not critical to food safety are accepted</i>			
Training			
Are all food handling staff within the business trained to the Award standard?			
3. RECOMMENDATION OF THE ASSESSING OFFICER			
<p>I, _____ (name of Officer), _____ (position) recommend that this business be granted the Eat Safe Award.</p> <p>Signed _____ Date _____</p>			
4. RECOMMENDATION OF THE LEAD FOOD OFFICER			
<p>I, _____ (name of Officer), _____ (position) agree with the above recommendation.</p> <p>Signed _____ Date _____</p>			
5. LOCAL AUTHORITY SIGNATORY/PRESENTATION OF CERTIFICATE			
<p>Name of Officer/Member to sign certificate on behalf of the Local Authority (BLOCK CAPITALS)</p> <p>_____</p> <p>Position _____</p>			

Email the completed forms to FSS (refer to Page 5)