

To: Lead Food Officers  
cc: REHIS, SFELC

11 June 2018

FSS/ENF/18/014

Dear Colleague

**Amendments to the procedure for issuing Eat Safe Awards and the “Model Application for Approval” form**

As you will all be aware, the General Data Protection Regulation (GDPR) came into effect on 25 May 2018. This has resulted in us making changes to the procedure for issuing Eat Safe Awards. We have added a Privacy Statement to “The Eat Safe Award – A Guide for Enforcers in Scotland” document which all Eat Safe awardees must be made aware of. The declaration in Appendix 1 has been amended to include a statement saying that they have read and understood the Privacy Statement.

Local authorities **must** now send both Appendix 1 and Appendix 2 forms by email to Food Standards Scotland at [Eatsafe@fss.scot](mailto:Eatsafe@fss.scot) before an Eat Safe Certificate can be issued. If a signed Appendix 1 form is not received by Food Standards Scotland, the Eat Safe Certificate will not be issued. Please destroy all copies of the old guidance documents and Appendix 1 and 2 forms that your authority may have.

We have also added a Privacy Statement to the “Model Application for Approval” form. Please adapt the forms used by your authority to include the Privacy Statement.

Yours faithfully

*Doreen Tawse*

Doreen Tawse  
Operations Data Controller  
Enforcement Delivery