

To: Heads of Food Service, Lead Food Officers,

24-05-2018

FSS/ENF/18 /013

Dear Colleague,

Scottish National Database (Update)

Model Privacy Notices for Food Business Operator and Privacy Notice for Local Authority Officer Information.

With reference to FSS/ENF/17/007 and FSS/ENF/17/025, I am writing to provide a further update on the Scottish National Database (SND) project.

The Privacy Impact Assessment ('PIA') for the SND was issued in April 2018 to each Food Authority where connection to SND had been established. The PIA identified the personal information collected by SND, and established the need for the following:

- A Data Sharing, Exchange and Processing Agreement between FSS and each Food Authority. The agreements were issued for review and signature in April 2018 to all Food Authorities connected to SND. Please refer to section 3 of the SND Privacy Impact Assessment for more information.
- Privacy Notices to be issued to:
 - All Food Business Operators.
 - All Local Authority Officers working in the roles of; Head of Food Services, Lead Food Officer, and Authorised Officer (involved in Food Law enforcement).

Please refer to section 5.1 of the SND Privacy Impact Assessment for more information.

This package of information, comprising PIA, Data Sharing, Exchange and Processing Agreement, and Privacy Notices, demonstrates FSS' compliance with the General Data Protection Regulation

('GDPR') for SND. The issue of Privacy Notices is the final step in the achievement of compliance.

Please find attached the following Model Privacy Notices to be adapted by Food Authorities and issued to Food Business Operators:

1. Model Application Form for the Registration of a Food Business Establishment. This model form, which incorporates a Privacy Notice, replaces the current Annex 8 Model Application Form in the Food Law Code of Practice and should be used for all **new Food Business Establishments**.
2. Model Privacy Notice for Information held by a Food Authority and FSS, **for existing Food Business Establishments**. This model Privacy Notice can be adapted by each Food Authority to send to all Food Business Operators for whom information is held.

Please also find attached a Privacy Notice for Head of Food Service, Lead Food Officer and Authorised Officer with respect to information held by FSS. This Privacy Notice is being issued to the Head of Food Service and Lead Food Officer and should be distributed to all officers in the above roles within the Food Authority.

If you should have any queries please do not hesitate to contact enforcement@fss.scot

Yours faithfully,



Bryan Campbell
Senior Enforcement Manager
Food Standards Scotland