

PRIVACY NOTICE FOR HEAD OF FOOD SERVICE, LEAD OFFICER AND AUTHORISED OFFICER INFORMATION HELD BY FSS

What we need

Food Standards Scotland (FSS) is the Data Controller of Food Law enforcement information in the Scottish National Database ('SND') contains personal information about you. The information we collect contains your name, job title, and workplace address, and professional email address

Why we need it

- As Data Controller, we need to collect this information for the purposes of Food Law Enforcement and the verification of the delivery of Official Controls.
- The Food (Scotland) Act 2015, enables FSS to set performance standards, report on enforcement action by others and require relevant information from Food Authorities.
- The Official Feed and Food Controls (Scotland) Regulations 2009, allows the exchange and provision of information by FSS and Food Authorities for the execution and enforcement of relevant Food Law, and makes provision for Food Authorities to provide FSS with Food Business information.
- Food Authorities and FSS are required to fulfil the statutory obligations required by Article 44 of Regulation (EC) No 882/2004, which places a requirement on Local Authorities and FSS to provide the information specified in that Article and to report to the European Commission.
- FSS maintains the SND that can be accessed by both Food Standards Scotland and Food Authorities to which the information pertains. The reporting toolset allows information to be strategically analysed, allowing both organisations to adhere to the principles of the Scottish Regulators' Strategic Code of Practice.
- We will only collect the data that we need as required by the above legislations, and will not collect any personal information from you that we do not need.

What we do with it

Food Standards Scotland collects food business information from Food Authorities on a regular basis for the purposes of Food Law Enforcement. The information will be retained by FSS for 6 years for Freedom of Information purposes.

FSS have put in place appropriate and adequate technical and organisational measures to protect your personal information. FSS data is located within the European Union, on cloud based services procured through the government framework agreements, and assessed against the national cyber security centre cloud security principles.

We want to assure you that no third parties have access to your personal information unless the Law allows them to do so.

What we may also be required to do with it

The information we hold on Food Law enforcement may be shared with other Regulators in line with the principles of the Scottish Regulators' Strategic Code of Practice for compliance and risk mitigation purposes. This is limited to circumstances where the law allows such sharing of information by regulators with common interests or activities and does not include personal data.

What are your rights?

You have a right to see the information we hold on you by making a request in writing to the email addresses below. If at any point you believe the information we process on you is incorrect you can request to have it corrected. If you wish to raise a complaint on how we have handled your information, you can contact our Data Protection Officers who will investigate the matter. If you are not satisfied with our response or believe we are not processing your information in accordance with the law you can complain to the Information Commissioner's Office (ICO).

If you need any further information please contact Food Standards Scotland's Data Protection Officer at: dataprotection@fss.scot.