



Northern Ireland Food Chain Certification (NIFCC)

Privacy Policy

Northern Ireland Food Chain Certification (**NIFCC**) is committed to protecting your privacy.

This privacy policy (together with the “application form/registration renewal form” and any other documents referred to in it) sets out the basis for the processing of any personal data we collect from you or you provide to us. Please read the following carefully to understand our practices regarding your personal data.

1. Contact Details

NIFCC, 1A Lissue Walk, Lissue Industrial Estate (East), Lisburn, BT28 2LU is a data controller of your personal data (which is information that is about you or from which you can be identified). This policy describes how NIFCC deals with your personal data.

NIFCC is a data controller of this personal data under relevant Data Protection Laws because in the context of our business relationship with you, NIFCC decide how and why it is processed in the ways explained in this policy.

Any questions, comments, requests or wishes to exercise any of the rights mentioned in this privacy policy should be directed to:

NIFCC, 1A Lissue Walk, Lissue Industrial Estate (East), Lisburn,
BT28 2LU.

Contact Telephone: (028) 92633017

Email: info@nifcc.co.uk

2. How NIFCC obtain your data

Direct Interaction - NIFCC will collect your personal data from you directly via your application form, registration renewal form, during an inspection/audit or any written request to change details from you.

Third Parties – NIFCC may, if required to fulfil our contract with you, collect/obtain your personal data from third parties such as statutory bodies (e.g. Department of Agriculture, Environment and Rural Affairs, Food Standards Agency, Northern Ireland Environment Agency).

3. Information NIFCC process about you

NIFCC process the personal data that you provide to us during the application/ renewal/ inspection/audit process or if you inform NIFCC in writing of a change to details. The personal data includes:

- Your title, full name, your contact details, including your email address, home/work/mobile telephone numbers;
- Your business address, correspondence address (where different from your business address) and address history;

- Records of how you have contacted us and if you get in touch with us online, details as noted in the website privacy policy;
- Data you provide to us to verify your identity such as Department of Agriculture, Environment and Rural Affairs (DAERA) Business ID, herd, flock numbers.
- NIFCC will also process financial data in the form of application/registration/inspection/audit fees and transaction data which includes payments to/from you.

If you make a joint application NIFCC will also collect personal data mentioned above about that person(s). You must show this policy to any other applicants/participants and ensure they confirm that they know you will share it with NIFCC for the purposes described in it.

NIFCC does not process personal data outside of the EEA.

NIFCC may collect information about criminal convictions and offences data from statutory bodies, for purposes in connection with fulfilling our contract with you, including without limitation food safety, traceability, animal health, animal welfare, veterinary medicines, environmental legislation, subsidy/grant schemes, and identification/registration/movement legislation.

4. Legal basis for NIFCC processing your personal data (including when NIFCC share the data with others)

Data Protection Laws require NIFCC to explain on what legal basis justifies the processing of your personal data (this includes sharing it with other organisations). For some processing more than one legal ground may be relevant.

Processing necessary to perform a contract

1. NIFCC process your personal data to fulfil the contract (or to take steps prior to entering into a contract) between NIFCC and scheme participants. To allow the administration, registration, inspection, certification and scheme management to take place, NIFCC must process your personal data.
2. NIFCC will process your personal data as described in this policy as well as described in any relevant application form/registration renewal form or any future version of these respective documents.
3. NIFCC will process your data to monitor management of our services (e.g. telephone calls, correspondence).
4. NIFCC will process your personal data to send communications and relevant industry publications to you which are required as part of the contract for example: information from Scheme Owners (e.g. Red Tractor, BRC Global Standards).
5. For analysis and development of statistics.
6. NIFCC may share your data with one or more of the following organisations:
 - a. NIFCC Committees
 - b. Scheme Owners (e.g. Red Tractor, BRC Global Standards)
 - c. Professional Advisors e.g. Auditors, Consultants, Legal Personnel, Banking Personnel
 - d. Printing/Distribution/Mailing houses for sending publications
 - e. Text messaging providers
 - f. IT Providers (Hardware/software)
 - g. Meat Processors
 - h. Livestock Markets
 - i. Department of Agriculture, Environment and Rural Affairs
 - j. Animal and Public Health Information System
 - k. Northern Ireland Environment Agency
 - l. Food Standards Agency

- m. Other relevant statutory bodies
7. In the event that NIFCC is superseded by a separate body and your contract is notated or assigned to that body your personal data will transfer to that body.

Processing necessary for legitimate interest

1. NIFCC may process your personal data for the purposes of legitimate interests pursued by them or a third party but only where such interests are not overridden by your own. Examples of this may include:
 - a. Distribution of information from Scheme Owners.
 - b. Processing of your data for the purposes of obtaining feedback or market research in relation to our services.

Processing is necessary to comply with a legal obligation

1. NIFCC may have to process your personal data (with or without your knowledge) in order to comply with a legal obligation to which they are subject such as liaising with relevant authorities in relation to the prevention or detection of fraud.

5. Withdrawal of consent

The personal data that NIFCC process is not based on your consent. It is required;

- 1) In order to fulfil our contract with you. At any time you can withdraw your consent to NIFCC processing your personal data however the consequence may be that our contract with you may be terminated.
- 2) For legitimate interests as described above. You may object to NIFCC processing your personal data in this way at any time.

Where your consent is required for a disclosure outside of the envisaged processing above this consent will be explicit, specific and informed and you will have the right to withdraw it.

6. Retention/Disposal

Unless NIFCC otherwise explain to you, your personal data will be held electronically while you are receiving services from NIFCC and generally for a period of six years following the termination of our contract with you.

Your personal data will be held via paper records for three years (while you are receiving services from NIFCC) and generally for a period of six years following the termination of our contract with you.

NIFCC shall ensure that there are appropriate security measures in place to guard against the loss, misuse or alteration of the information you provide.

7. Your Rights under Data Protection Laws

Below is the list of the rights that all individuals have under Data Protection Laws. They do not apply in all circumstances. If you wish to exercise any of them, NIFCC will explain at the time if they are applicable or not.

- The right to be informed about NIFCC processing of your personal data
- The right to have your personal data corrected if it is inaccurate and to have incomplete personal data completed
- The right to object to processing of your personal data

- The right to restrict processing of your personal data
- The right to have your personal data erased
- The right to request access to your personal data and obtain information about how we process it
- The right of data portability (transferring data to another data controller)
- The right to complain to the Information Commissioner who enforces Data protection Laws.

8. Data anonymization and use of aggregated information

Your personal data may be converted into statistical or aggregated data which cannot be used to re-identify you. It may be used to produce statistical research and reports. This aggregated data may be shared and used in all the ways described in this policy.

9. Changes to the Privacy Policy and your duty to inform of changes

This document was first issued on 31st May 2018 and may be amended from time to time. Updated versions will be posted on our website www.nifcc.co.uk. This document can be made available in alternative formats.

NIFCC will notify you of any substantial changes to this document.

It is important that personal data held by NIFCC is accurate. Please keep NIFCC informed if your personal data changes.