

# Privacy notice - Private Office correspondence

Information on our Private Office correspondence privacy policy, why we require data, what we do with the data and your rights.

The Food Standards Agency will be what is known as the 'Controller' of the personal data provided to us.

## Purpose and lawful basis for processing

We need to collect this information for the purpose of statistical analysis of the Food Standards Agency's performance on baseline activities, such as responding to letters from members of the public, stakeholders and Parliament.

We do this in line with the performance of our statutory duties and we will not collect any personal data from you which we do not need.

## How and where we store your data and who we may share it with?

For more information, please see the [How and where we store your data and who we may share it with](#) section in our Personal Information Charter.

We retain personal information only for as long as necessary to carry out these functions, and in line with our retention policy. This means that this information will be retained for 5 years from receipt.

## International transfers

For more information on international transfers, please see the [International transfers](#) section in our Personal Information Charter.

## EU citizens

For more information on EU Citizens Privacy Notice, please see the [EU citizens](#) section in our Personal Information Charter.

## Your rights

For more information on your rights, please see the [Your Rights](#) section in our Personal Information Charter.

## Contact us

If you have any queries concerning this Privacy Notice, your personal information or any questions on our use of the information, please email our Data Protection Officer in the FSA, who is the Information Management and Security Team Leader using the address below.