

# Privacy notice for procurement contracts

Information on the procurement contracts data privacy policy, why we require data, what we do with the data and your rights.

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

## What information we hold

The personal information we hold on you may consist of:

- name
- email address
- CV (including qualifications, skills/expertise, employment history, company role)
- location
- grade/job title

## Where we get this information from

The Food Standards Agency obtains this information from your employer.

## Why we need it

We need to collect this information for the purpose of drafting, agreeing, exchanging and publishing a contract with your employer for supply of our requirements for goods and services. We do this in line with the performance of our legal obligation to do so and it is necessary for the performance of a task carried out in the exercise of official authority vested in us or in the public interest. We will not collect any personal data on you which we do not need.

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

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 6 years from receipt.

For the purposes of the Governments transparency commitment we may be required to publish data (subject to redactions requested under the Freedom of Information Act exemptions).

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.

## 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.