

# Privacy notice - policy development records for food contact materials

Information on the policy development records for food contact materials privacy policy relating to enquiries, briefings, projects and reference material, as well as consultations on policy and legislation development.

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

## Purpose and law basis of processing

The personal information we hold on you consists of the name and address of your business and any relevant contact details. The Food Standards Agency obtains this information from a number of sources, including directly from individuals, industry bodies, local authorities and other government departments.

We do this in line with the exercise of official authority vested in us under the Food Standards Act and the performance of a task carried out in the public interest.

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

We retain personal information only for as long as necessary to carry out these functions, and in line with our retention policy. This asset covers different records which will have different retention periods. The individual retention periods and requirements are outlined below:

- enquiries: information will be retained for 5 years from receipt
- briefings: information will be retained for 5 years from receipt
- research projects: information will be reviewed 7 years after closure (date of last modification) and a decision will be made on whether it should be sent to the National Archives
- policy: information will be reviewed 7 years after closure (date of last modification) and a decision will be made on whether it should be sent to the National Archives

For more information, on [How and where we store your data and who we may share it with](#) see our Personal Information Charter for information on how we might use and share data as part of our Monitoring and Evaluation of Risks function.

## 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.