

# Privacy notice for Register a food business support service for local authorities

Information on our privacy notice for Register a Food Business Support Service for local authorities (LAs), 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 personal information will be collected?

The personal information we may hold consists of your name, business name, business address, department, email address and telephone number in relation to one or more of the following roles:

- designated LA public contact for Register a Food Business
- designated LA primary contact for Register a Food Business
- designated LA secondary contact for Register a Food Business

The Food Standards Agency may collect this information directly from you as part of the Register a Food Business process or indirectly from contacting your local authority.

## Purpose and lawful basis of processing

We need to collect your personal information for the purpose of providing and supporting the online food business registration service in partnership with local authorities in England, Wales and Northern Ireland.

We process your personal information as it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us, the Controller. In particular, for the performance of our statutory duties to fulfil our statutory obligations required by Article 31 of Regulation (EC) No 882/2004. This places a requirement on competent authorities to establish procedures for registration of food businesses, drawing up and keeping up to date a list of food businesses which have been registered. We will not collect any personal data about 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 as long as you are the relevant LA's designated contact person in relation to the support of Register a Food Business. If you notify us that you no longer hold this role, we will delete your information immediately.

For more information on [How and where we store your data and who we may share it with](#) see 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.