



**APPLICATION / ANNUAL RENEWAL FORM  
PROCESSORS 2023-24**

This form is an application / annual renewal form for processor registration under the Northern Ireland Farm Quality Assurance Scheme (“the Scheme”).

Please complete this form in BLOCK CAPITALS and return with the appropriate remittance as per enclosed invoice (annual licence fee) together with any Certificates of Conformity/Evidence of verification for “Northern Ireland Farm Quality Assured” claims, to the address stated overleaf.

To participate in the Scheme requires full disclosure of all business activities related to the Scheme.

**ANY FALSE OR MISLEADING STATEMENTS ON THIS APPLICATION MAY RESULT IN WITHDRAWAL OF PARTICIPATION.**

<b>SECTION A – PROCESSOR BUSINESS &amp; SITE DETAILS</b>	
PLEASE USE A SEPARATE APPLICATION FORM FOR EACH SITE	
<b>Company</b>	
<b>Address</b>	
<b>Placename</b>	
<b>POST TOWN</b>	
<b>Post Code</b>	
<b>Contact Person</b>	
<b>Telephone No.</b>	
<b>Fax No.</b>	
<b>E-mail</b>	
<b>Type of Operation</b>	SLAUGHTER / CUTTING / MINCING / PACKING / OTHER :
<b>Plant Approval No.</b>	
<b>APHIS/NIFAIS Abattoir No.</b>	
<b>APHIS/NIFAIS Password</b>	
<b>Expiry Dates of Certificates</b>	<b>Red Tractor Assurance Meat Processing ( if applicable):</b>  <b>BRC:</b>  <b>Verification of NI Farm Quality Assured Claim:</b>
If more than one site, has a separate application been submitted for each site? (delete as applicable) <b>YES NO</b>	

**Continued overleaf**

## SECTION B – DECLARATION

I confirm that I have read and understood the Processor Standard (version 10, 2018) and the Northern Ireland Beef and Lamb Farm Quality Assurance Scheme (NIBL FQAS) Beef Labelling Standard Guidance (version 1 , April 2015)

- 1 I agree to comply with the Processor Standard and the NIBL FQAS Voluntary Beef Labelling Standard Guidance, which may be amended from time to time by FQAS/LMC subject to agreement with NIMEA and other member companies.
- 2 I understand that any breach of the Standard or NIBL FQAS Voluntary Beef Labelling Standard Guidance may lead to my exclusion from the Scheme.
- 3 I agree to provide full and accurate information to FQAS/LMC in relation to my application, including copies of Certificates of Conformity/ Evidence of verification for “Northern Ireland Farm Quality Assured” claims.
- 4 I agree to my premises being inspected by LMC or its appointed representative at any reasonable time, with or without prior notice, for purposes in connection with FQAS (Beef & Lamb) and the Processor Standard or NIBL FQAS Voluntary Beef Labelling Standard Guidance.
- 5 I agree that records relating to my plant held on the DAERA APHIS/NIFAIS Computer may be accessed by LMC or its appointed representative for purposes in connection with FQAS (Beef & Lamb) and the Processor Standard.
- 6 I agree that records relating to my plant on staff animal welfare training, carcass dressing specification, SRM disposal, carcass classification, traceability for Beef Labelling Regulation, plant hygiene audit, HACCP system, microbiological sampling, price reporting and producer payment differentials, will be made available for inspection by LMC or its appointed representative for purposes in connection with FQAS (Beef & Lamb) and the Processor Standard.
- 7 I have checked the information given on this form and confirm that it is correct to the best of my knowledge.
- 8 I agree to inform FQAS/LMC of any changes in my circumstances to those declared on this form.
- 9 I agree to pay the Monthly Throughput Fee (plus VAT) as part of my membership when invoiced.
- 10 I enclose the Annual Licence Fee (plus VAT) as per the Processor Membership Fees sheet. I understand that there is no entitlement to a refund once this application has been processed.
- 11 I agree that LMC may pass to NIMEA details of prices paid by my company for FQAS and non-FQAS stock for the purpose of NIMEA monitoring my compliance with Processor Standard (Version 10, 2018).

**Cheques should be made payable to Farm Quality Assurance Scheme.**

## SECTION C – DATA PROTECTION POLICY

The Livestock and Meat Commission (LMC) is committed to protecting and respecting your privacy. This policy outlines what LMC intend to do with data relating to your company. LMC process the personal data that you provide to us during the application/ renewal process or if you inform LMC in writing of a change to details. The personal data includes: contact name, contact details, including your email address, telephone numbers; 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) APHIS/NIFAIS abattoir number/password. LMC will also process financial data in the form of membership fees and transaction data which include payments to/from you. LMC may 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, Certification Bodies). You must show this policy to any other relevant employees of your organisation and ensure they confirm that they know you will share it with LMC for the purposes described in it. LMC do not process your personal data outside of the EEA.

Data Protection Laws require LMC to explain on what legal basis justifies the processing of your personal data (this includes sharing it with other organisations). LMC will process your data based on the following: processing necessary to perform a contract, processing necessary for legitimate interest, processing is necessary to comply with a legal obligation.

LMC will keep the company data confidential. We may disclose the company data as set out below. Where appropriate we will require anyone to whom the company data is disclosed to process the company data only as instructed by us and keep it confidential. The company data may be disclosed as follows:

- a) We will use the data to manage the scheme administered by us and manage our relationship with you. It may be used by the Scheme to promote Northern Ireland Farm Quality Assured Beef and Lamb, and to monitor price differentials between FQAS and non-FQAS stock.
- b) Company data may be processed by companies owned by or associated with us through agents or contractors for the purpose of carrying out functions on our behalf or in connection with applications in relation to, or participation in, the various schemes administered by us or on our behalf.
- c) Your participation status with the Scheme will be made available to the industry via the DAERA Animal and Public Health Information System (APHIS)/Northern Ireland Food Animal Information System (NIFAIS) and other suitable mediums.
- d) Disclosures may be made to anyone as necessary for the purpose of the prevention or detection of fraud
- e) LMC 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: LMC marketing information - to allow you to receive relevant industry publications/communications and for the purposes of obtaining feedback or market research in relation to FQAS. You have the right to object to this.
- f) We will not disclose data on an individual company basis other than where this is a requirement under law and under other conditions in this section.

The personal data that LMC process is required; in order to fulfil the FQAS Processor Membership contract. At any time you can withdraw your consent to LMC processing your personal data however the consequence may be that your FQAS Processor participation may be terminated, for the interests as described above. You may object to LMC 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.

Unless LMC otherwise explain to you, your personal data will be held electronically while you are receiving services from LMC and generally for a period of six years following revocation or withdrawal from FQAS. Your personal data will be held via paper records for three years (while you are receiving services from LMC) and generally for a period of six years following revocation or withdrawal from FQAS. LMC shall ensure that there are appropriate security measures in place to guard against the loss, misuse or alteration of the information you provide.

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, LMC will explain if they are applicable or not.

- The right to be informed about LMC 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
- The right of data portability (transferring data to another data controller)
- The right to complain to the Information Commissioner who enforces Data protection Laws

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

**By making this application I confirm I have read, understood and accept the terms and conditions as detailed in Section B and C.**

**SIGNATURE** \_\_\_\_\_ **PRINT** \_\_\_\_\_

**POSITION** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ON BEHALF OF COMPANY** \_\_\_\_\_

**For Office Use Only**

Application	Received	Processed	Result	Initials
Dates				

**Please forward this form and cheque to the FQAS Manager, LMC, Lissue Industrial Estate (East), 1A  
Lissue Walk, Lisburn, Co. Antrim, BT28 2LU**