



Northern Ireland Beef and Lamb Farm Quality Assurance Scheme (NIBL FQAS)

Privacy Policy

The Livestock and Meat Commission for Northern Ireland (**LMC**) in conjunction with Northern Ireland Food Chain Certification (**NIFCC**) are committed to protecting your privacy.

This privacy policy (together with the “application form/registration renewal form” and any other documents referred to in it) sets out the basis for the processing of any personal data we collect from you or you provide to us. Please read the following carefully to understand our practices regarding your personal data.

1. Contact Details

LMC, 1A Lissue Walk, Lissue Industrial Estate (East), Lisburn, BT28 2LU is a data controller of your personal data (which is information that is about you or from which you can be identified). This policy describes how LMC deals with your personal data.

LMC own and manage the Northern Ireland Beef and Lamb Farm Quality Assurance Scheme (**NIBL FQAS**). The administration, registration, inspection and certification functions of NIBL FQAS are contracted to a third party certification body “NIFCC” under contract.

NIFCC, 1A Lissue Walk, Lissue Industrial Estate (East), Lisburn, BT28 2LU is also a data controller of your personal data (which is information that is about you or from which you can be identified). This policy describes how NIFCC deals with your personal data.

LMC/NIFCC are data controllers of this personal data under relevant Data Protection Laws because in the context of our business relationship with you, LMC/NIFCC decide how and why it is processed in the ways explained in this policy.

Any questions, comments, requests or wishes to exercise any of the rights mentioned in this privacy policy should be directed to:

Mr Ian Stevenson, Acting Data Protection Officer, LMCNI, 1A Lissue Walk, Lissue Industrial Estate (East), Lisburn, BT28 2LU.

Contact Telephone: (028) 92633000

Email: istevenson@lmcni.com

2. How LMC/NIFCC obtain your data

Direct Interaction - LMC/NIFCC will collect your personal data from you directly via the NIBL FQAS application form, registration renewal form, during an inspection or any written request to change details from you.

Third Parties – LMC/NIFCC will 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).

Industry Stakeholders – LMC/NIFCC will obtain your personal data from industry stakeholders such as farming unions, meat processors, livestock markets etc.

3. Information LMC/NIFCC process about you

LMC/NIFCC process the personal data that you provide to us during the application/ renewal/ inspection process or if you inform LMC/NIFCC in writing of a change to details. The personal data includes:

- Your title, full name, your contact details, including your email address, home/work/mobile telephone numbers;
- Your home/farm address, correspondence address (where different from your home address) and address history;
- 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) Business ID, herd, flock numbers, farm survey number, and grid reference number.
- LMC/NIFCC will also process financial data in the form of membership/inspection fees and transaction data which includes payments to/from you.

If you make a joint application LMC/NIFCC will also collect personal data mentioned above about that person(s). You must show this policy to any other applicants/participants and ensure they confirm that they know you will share it with LMC/NIFCC for the purposes described in it.

LMC/NIFCC do not process personal data outside of the EEA.

LMC/NIFCC may collect information about criminal convictions and offences data from statutory bodies for purposes in connection with participation in NIBL FQAS including without limitation food safety, traceability, animal health, animal welfare, veterinary medicines, environmental legislation, subsidy/grant schemes, and identification/registration/movement legislation.

4. Legal basis for LMC/NIFCC processing your personal data (including when LMC/NIFCC share the data with others)

Data Protection Laws require LMC/NIFCC to explain on what legal basis justifies the processing of your personal data (this includes sharing it with other organisations). For some processing more than one legal ground may be relevant.

Processing necessary to perform a contract

1. LMC/NIFCC process your personal data to fulfil the contract (or to take steps prior to entering into a contract) between LMC/NIFCC and scheme participants to operate NIBL FQAS. To allow the administration, registration, inspection, certification and scheme management to take place, LMC/NIFCC must process your personal data.
2. LMC/NIFCC will process your personal data as described in this policy as well as described in the application form/registration renewal form and FQAS Standard and Rules 2018 or any future version of these respective documents.
3. LMC/NIFCC will process your data to monitor management of the scheme (e.g. telephone calls, correspondence).
4. LMC/NIFCC will process your personal data to send communications and relevant industry publications to you which are required as part of the contract for example: FQAS Newsletter.
5. For analysis and development of statistics.
6. LMC/NIFCC will share your data with one or more of the following organisations:
 - a. NIFCC Committees

- b. NIBL FQAS Appeals Panel
 - c. Professional Advisors e.g. Auditors, Consultants, Legal Personnel, Banking Personnel
 - d. Printing/Distribution/Mailing houses for sending publications
 - e. Text messaging providers
 - f. IT Providers (Hardware/software)
 - g. Meat Processors
 - h. Livestock Markets
 - i. Department of Agriculture, Environment and Rural Affairs
 - j. Animal and Public Health Information System
 - k. Northern Ireland Environment Agency
 - l. Food Standards Agency
 - m. Other relevant statutory bodies
7. In the event that NIFCC or LMC are superseded by separate bodies and your contract is notated or assigned to those bodies your personal data will transfer to those bodies.

Processing necessary for legitimate interest

1. LMC/NIFCC 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:
 - a. LMC marketing information - to allow you to receive relevant industry publications/communications on an irregular basis such as a message in relation to a specific event not directly linked to the NIBL FQAS. You have the right to object to receiving these communications.
 - b. Sending LMC quarterly newsletter to NIBL FQAS participants. The purpose of this is to send relevant industry information to you which we believe will assist you in complying with the terms of NIBL FQAS. You have the right to object to receiving these communications.
 - c. Processing of your data for the purposes of obtaining feedback or market research in relation to NIBL FQAS.

Processing is necessary to comply with a legal obligation

1. LMC/NIFCC may have to process your personal data (with or without your knowledge) in order to comply with a legal obligation to which they are subject such as liaising with relevant authorities in relation to the prevention or detection of fraud.

5. Withdrawal of consent

The personal data that LMC/NIFCC process under the NIBL FQAS is not based on your consent. It is required;

- 1) In order to fulfil the NIBL FQAS contract and operate the scheme. At any time you can withdraw your consent to LMC/NIFCC processing your personal data however the consequence may be that your NIBL FQAS participation may be terminated.
- 2) For legitimate interests as described above. You may object to LMC/NIFCC 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.

6. Retention/Disposal

Unless LMC/NIFCC otherwise explain to you, your personal data will be held electronically while you are receiving services from LMC/NIFCC and generally for a period of six years following revocation, withdrawal, conviction, refusal from NIBL FQAS.

Your personal data will be held via paper records for three years (while you are receiving services from LMC/NIFCC) and generally for a period of six years following revocation, withdrawal, conviction, refusal from NIBL FQAS.

LMC/NIFCC shall ensure that there are appropriate security measures in place to guard against the loss, misuse or alteration of the information you provide.

7. Your Rights under Data Protection Laws

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/NIFCC will explain at the time if they are applicable or not.

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

8. Data anonymization and use of aggregated information

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

9. Changes to the Privacy Policy and your duty to inform of changes

This document was issued on 31st May 2018 and may be amended from time to time. Updated versions will be posted on our website www.lmcni.com / www.nifcc.co.uk. This document can be made available in alternative formats.

LMC/NIFCC will notify you of any substantial changes to this document.

It is important that personal data held by LMC/NIFCC is accurate. Please keep LMC/NIFCC informed if your personal data changes.