



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

### **Privacy Policy Addendum 1**

#### **Background**

On 18<sup>th</sup> March 2020 the Livestock and Meat Commission for Northern Ireland (LMC) as owners of the Northern Ireland Beef and Lamb Farm Quality Assurance Scheme (FQAS) asked Northern Ireland Food Chain Certification (NIFCC), who carry out inspections and certification services for LMC, to defer physical on farm inspections due to the COVID-19 pandemic.

The FQAS Industry Board agreed to resume outdoor on farm inspections from 08<sup>th</sup> June 2020 provided both farmers and inspectors adhere to a protocol that must be followed whilst COVID-19 restrictions remain in place. In some exceptional circumstances, or if further COVID-19 restrictions are introduced, FQAS applicants/participants may not be able to facilitate an outdoor on farm inspection. Therefore, an alternative inspection method has been introduced to allow participants to be recertified or initial applicants to gain certification. The new inspection method is a 'Remote Assessment' and this document provides detail on the changes that have been made to the privacy policy as a result.

#### **Remote Assessment – Additional Information**

As part of the remote assessment for NIBL FQAS there are some additions to the existing NIBL FQAS privacy policy that LMC/NIFCC would like to make you aware of. This document should be read in conjunction with the NIBL FQAS privacy policy.

Inspection information will be sent electronically, directly to the inspector.

The inspector will store this information securely and any information sent to the inspector as part of the remote assessment will only be stored until inspection data is submitted to certification office staff (maximum five days), it will then be deleted.

As part of a remote assessment, NIFCC will be collecting inspection information that will include personal data as detailed in the NIBL FQAS privacy policy.

#### **Live Stream**

As part of the remote assessment a live video stream may be required using various methods of video calling software. These may include: WhatsApp, Zoom, MS Teams, and BlueJeans.

WhatsApp, Zoom, MS Teams and BlueJeans may be processing your personal data from the use of the service.

NIFCC as the host (i.e. the organiser of the live video call) will be the data controller.

## How your data will be processed

Your data will be processed as per the NIBL FQAS privacy policy. Any personal data required by video calling software will be processed as per the individual privacy policies of these providers. These can be found at:

<https://www.whatsapp.com/legal/?eea=1#privacy-policy>

<https://zoom.us/privacy>

<https://privacy.microsoft.com/en-gb/privacystatement>

<https://www.bluejeans.com/privacy-policy>

FQAS applicants/participants can adjust their cookie settings on their computers/devices to required cookies only. FQAS applicants/participants should ensure they have read the relevant privacy policies and are content with how these video calling software providers process their data.

During a live video stream, it will only be the head of holding/farm manager and the NIFCC inspector who is present. No one else will be able to see or hear the applicant/participant. If you wish to restrict what the inspector sees via the video call outside of information required for inspection then please take steps to ensure your privacy is maintained.

There may be occasions where others may be present to witness the live video stream of the remote assessment. This may include:

- NIFCC Inspections Manager and/or UKAS Representatives for the purposes of witness inspections as part of the accreditation process
- NIFCC Inspectors for training purposes

Where this is the case, explicit consent will be obtained from the FQAS applicant/participant.

Live video streams will not be recorded by NIFCC and no transcript will be taken by NIFCC.