

Data Protection Policy

Food and Farming Compliance needs to keep certain information about its learners, tutors, guest speakers and other members of staff for academic and administrative purposes. It also needs to process information so that the requirements of awarding bodies are complied with. When processing such information, Food and Farming Compliance must comply with the Data Protection principles, which are set out in the Data Protection Act 1998. Anyone processing personal data must comply with the eight enforceable principles of good practice. In summary these state that personal data shall be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate and up-to-date
- not kept longer than necessary
- processed in accordance with the data subject's rights
- secure
- not transferred to countries without adequate protection

Food and Farming Compliance staff or others who process or use personal information ensure that they follow these principles at all times.

Subject consent

In many cases, Food and Farming Compliance can only process personal data with the consent of the individual and if the data is sensitive, express consent must be obtained.

Storage of data

Any personal data which is held by Food and Farming Compliance is kept securely.

For example:

Hard copies kept in a locked filing cabinet or in a locked drawer
Digital copies be password protected

Personal data held electronically will be appropriately backed up to avoid incurring liability to individuals who may suffer damage or distress as a result of the loss or destruction of their personal data.

Personal data will not be disclosed either orally or in writing to any unauthorised third party.

Access to personal data on learners is restricted to those who have a legitimate need to access such data.

All personal data is stored in such a way that access is only permitted by authorised staff/tutors, including storage in filing cabinets, computers and other storage systems.

When applicable, personal data will be transferred under conditions of security commensurate with the anticipated risks and appropriate to the type of data held.

Examination Marks / Accreditation

Learners will be entitled to information about their marks for both coursework and examinations. This is within the provisions of the Act relating to the release of data.

Learners' employers will not be entitled to information about their marks unless the learners' written permission is obtained.

Retention of Data

Food and Farming Compliance will keep different types of information for differing lengths of time, depending on legal, academic and operational requirements.

Disposal of personal data

Any disposal of personal data will be conducted in a secure way, normally by shredding. All computer equipment or media to be sold or scrapped will have had all personal data completely destroyed, by re-formatting, over-writing or degaussing (a method of erasing data held on magnetic media).

Transfer of data outside the UK

Food and Farming Compliance does not transfer personal data outside the UK without the express consent of the learner..

Rights to access information

Food and Farming Compliance learners, tutors, guest speakers and other relevant individuals have the right to access any personal data that is being kept about them either on computer or in manual files. Any person who wishes to exercise this right should contact Food and Farming Compliance in writing. Please use the online form at <http://foodandfarming.co.uk/contact> Alternatively email training@foodandfarming.co.uk

Food and Farming Compliance aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days.