

AFBI Privacy Notice – Agriculture Branch

Data Controller Name: AFBI Address: Large Park, Hillsborough Telephone: 028 9268 2484 Email: info@afbini.gov.uk	Data Protection Officer Name: Glenn Montgomery Telephone: 028 9025 5494 Email: foi.officer@afbini.gov.uk
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Why are you processing my personal information?

We process your personal information to administer a number of areas of scientific research & development work and provide commercial services within the Agriculture Branch. We may still hold your information if you have been involved in any studies carried out by the Agriculture Branch or availed of our commercial services, e.g. analytical testing. You have not been directly identified by any of the results that have been published.

Our lawful basis for processing is normally either based on:

- (i) a contract e.g. commercial contract, funding award contract; or
- (ii) the performance of a public task.

The Institute has the authority to process personal information for the completion of its public task function (see AFBI Public Task Statement on the AFBI website) of undertaking scientific work as legislated under The Agriculture (Northern Ireland) Order 2004 in the fields of:

- agriculture;
- animal health & welfare;
- food;
- fisheries;
- forestry;
- the natural environment; and
- rural development and enterprise.

The term “scientific work” includes:

- Research and development;
- The testing or analysis of any matter;
- The provision of advice and information on scientific matters; and
- The dissemination or application of the results of scientific research.

AFBI Hillsborough may use samples submitted for quality analysis for further scientific research work. This includes looking for seasonal patterns or trends in important agricultural parameters.

What categories of personal data are you processing?

We process personal information in relation to:

- our clients
- enquirers, complainants
- consultants and professional advisors
- suppliers and service providers

We process information relevant to the above reasons/purposes. This may include:

- personal details, e.g. name, address, telephone number, herd number
- photographs/images
- goods or services provided

Where do you get my personal data from?

Personal data may be obtained from a variety of public bodies and private sources: e.g. Department of Agriculture, Environment and Rural Affairs (DAERA); Private Veterinary Practitioners and third party processors/suppliers. Information may also be collected directly from you.

Do you share my personal data with anyone else?

We may share your information with other bodies responsible for the audit or administration of public funds, in order to prevent and detect fraud. We may also share information with the Police Service Northern Ireland (PSNI) and other crime agencies for the prevention or detection of crime.

As a public body, we are obliged to comply with information requests under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 where such disclosure is in the public interest, but shall always ensure your rights under UK Data Protection legislation are respected.

Where necessary or required we share information with:

- you, (responding to a subject access request)
- family, associates and representatives of the person whose personal data we are processing
- internal and external auditors
- educators and examination organisations
- financial organisations
- employment and recruitment agencies
- credit reference agencies
- debt collection and tracing agencies
- research organisations
- government departments e.g. Department for Agriculture, Environment & Rural Affairs (DAERA)
- PSNI or other crime agencies
- business associates
- suppliers and service providers
- universities of postgraduate students associated with Agriculture Branch

Do you transfer my personal data to other countries?

Sometimes it may be necessary to transfer personal information overseas. When this is necessary, information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the UK Data Protection legislation and the EU General Data Protection Regulation.

How long do you keep my personal data?

We will retain your data for as long as necessary to fulfil the purpose for which it was gathered and, unless required to be held long-term for scientific research or statistical purposes, it will be held by AFBI for no longer than stipulated by legislation or to a maximum of 20 years.

Under the UK Data Protection Act 2018, AFBI is allowed to hold your personal information indefinitely if required for scientific research or statistical purposes. If this is the case, we will ensure that the appropriate technical and organisational measures are in place to safeguard your data where necessary and respect the principle of data minimisation.

What rights do I have?

- You have the right to obtain confirmation that your data is being [processed, and access to your personal data](#)
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#)
- You have a right to have personal data erased and to prevent processing, [in specific circumstances](#)
- You have the right to 'block' or suppress processing of personal data, [in specific circumstances](#)
- You have the right to data portability, [in specific circumstances](#)
- **You have the right to object to the processing, [in specific circumstances](#)**
- **You have rights in relation to [automated decision making and profiling](#)**

How do I complain if I am not happy?

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact AFBI's Data Protection Officer at:

AFBI HQ, 18a Newforge Lane, Belfast, BT9 5PX; foi.officer@afbini.gov.uk

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>