

AFBI Privacy Notice BDG facilitator survey

Data Controller Name: AFBI Address: 18a Newforge Lane, Belfast, BT9 5PX Telephone: 028 90255636 Email: info@afbini.gov.uk	Data Protection Officer Name: Glenn Montgomery Telephone: 028 90255494 Email:foi.officer@afbini.gov.uk
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Why are you processing my personal information?

The data in this questionnaire is being collected by the Agri-Food and Biosciences Institute of Northern Ireland (AFBI) to gain an understanding of your experience of facilitating a Business Development Group.

The information provided in this survey is being used to enable AFBI to undertake the **public task** of delivering policy analysis for the Department of Agriculture, Environment and Rural Affairs (DAERA).

AFBI takes data protection and freedom of information issues seriously. The data collected in the questionnaire will be used for research purposes only and will be treated in accordance with the requirements of the General Data Protection Regulation.

Where do you get my personal data from?

An established data sharing agreement between DAERA/CAFRE and AFBI Economics Research team, for the purposes of undertaking an evaluation of the BDG programme, allows DAERA/CAFRE to provide email addresses and phone numbers so that AFBI can make contact with you. AFBI will get any other personal data from your completed survey if you choose to participate. AFBI use Snap survey software to collect the data in a secure online format, the data will be held in UK only servers (UKFast) where it is encrypted at rest and in transit, the data centres are also ISO27002:2013 certified.

Do you share my personal data with anyone else?

The overall results from the survey will be shared with CAFRE/DAERA and in other research outputs. You will not be directly identified by any of the results published/presented.

Do you transfer my personal data to other countries?

We will not transfer your personal data to any other country.

How long do you keep my personal data?

Data that is inputted via the Snap website is held in backup for fourteen weeks after closure of the survey and AFBI deleting it from the webhost account.

Once the project is completed, AFBi will anonymise the data where possible, but reserves the right to retain your personal data indefinitely for long-term research or statistical purposes under the derogations contained within Schedule 2, Part 6 of the UK Data Protection Act 2018. Where this is the case, appropriate technical and organisational measures will be in place to ensure the security of your data and respect for your privacy.

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/>