AFBI Derg Farmer Survey Privacy Notice

**Who is this notice for?**

This notice is for farmers who have been invited to take part in the AFBI Derg Farmer survey. It tells you how we look after information about you.

**What information?**

This is about your ‘personal information.’ This includes your name and your contact details (address/e-mail/phone number). We will make sure that we only handle your information when we have a legal reason to. In this project, this is carrying out AFBI’s ‘public task’, doing scientific research in the public interest.

**Where did we get your information?**

AFBI was given the names and addresses of potential survey participants by the Department of Agriculture, Environment and Rural Affairs (DAERA).

**How will we use your information?**

In the first place, we will use your information to contact you and invite you to take part in the AFBI Derg Farmer survey.

If you agree to complete this questionnaire, we may also use your information in other ways:

1. If you participate in our prize draw, your personal information will be used by AFBI to verify that the surveys have been completed by active farmers in Northern Ireland. This ensures that all prizes paid out in our prize draw are fair, and the farmers who take part in the competition are genuine, traceable and auditable;
2. You may be invited to participate in follow-up research as part of this project.  You can opt out at any time by emailing derg\_survey@afbini.gov.uk, or by requesting to be removed from the project during any contact with us.

**Is my information safe?**

AFBI will make sure that your personal information is kept safe and will be only used by the project team.  No personal information will be included in any reports.  All results published will be anonymous and/or aggregated into general statistics such as totals or averages.

It will be kept safe on servers managed by IT Assist, the Northern Ireland Civil Service IT services provider.  The survey software (Snap Surveys) conforms to all Northern Ireland Civil Service data security requirements.

Any of your personal information used by AFBI will only be kept for the shortest period necessary.

When all follow up work is completed your name and all contact details will be permanently deleted.  You may not receive notification that this has happened.  You can request that your personal information is deleted at any time by emailing derg\_survey@afbini.gov.uk

**What are my rights?**

You have legal rights about how your personal information is used. You can ask to see any information about you that we have, and to correct any mistakes. You can ask us to stop using your information, and in some cases you can make us delete it.

**How do I find out more?**

If you want to know more about what we do with your personal information and your legal rights, you can view our full privacy notice on our website at [www.afbini.gov.uk/afbi-privacy-notice](http://www.afbini.gov.uk/afbi-privacy-notice). If you have any further questions, please contact AFBI’s data protection officer at foi.officer@afbini.gov.uk Alternatively please write to:

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| Data Protection Officer |
| AFBI HQ |
| 18a Newforge Lane |
| Belfast |
| BT9 5PX |