



Assured Food Standards

Data Protection Policy

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The Data Protection Policy

1. Introduction to the Data Protection Policy

Assured Food Standards (the organisation) is committed to protecting the privacy and security of personal data.

This policy outlines how the organisation collects, uses, stores, and discloses personal data in compliance with applicable data protection laws, including the UK GDPR legislation.

This policy applies to all personal data processed by the organisation, including data collected from individuals, beneficiaries, staff and other shareholders.

Assured Food Standards has appointed the IT Manager as the Data Protection Officer.

2. Data Protection Principles

Assured Food Standards process personal data in accordance with the following principles:

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability

3. Types of Personal Data

Assured Food Standards may collect and process the following types of personal data:

- Contact information (name, address, email, phone number)
- Demographic information (age, gender, location)
- Financial information (donations, bank details)

Sensitive personal data (if applicable, such as health information, racial or ethnic origin)

4. Purposes of Data Processing

Assured Food Standards may process personal data for the following purposes:

- Communicating with shareholders
- Managing board members and employees
- Compliance with legal and regulatory obligations
- Marketing with appropriate consent

5. Lawful Basis for Processing

Assured Food Standards rely on the following lawful bases for processing personal data:

- Consent
- Contract
- Legal obligation
- Vital interests
- Public task

Legitimate interests

6. Data Subject Rights

Individuals have the right to:

- Access their personal data
- Request rectification or erasure of their personal data
- Object to or restrict the processing of their personal data
- Data portability
- Lodge a complaint with the Information Commissioner's Office (ICO)

7. Data Security

Assured Food Standards implement appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing and accidental loss, destruction, or damage.

8. Data Retention

Assured Food Standards will retain personal data for as long as necessary to fulfil the purposes for which it was collected or as required by law.

9. Data Sharing

Assured Food Standards may share personal data with third parties, such as service providers, payment processors, and regulatory bodies, but only where necessary and with appropriate safeguards.

10. Changes to the Data Protection Policy

Assured Food Standards may update this policy from time to time. Any significant changes will be circulated to the board and the senior leadership team so that individuals can be notified of the alterations.

Individuals should contact the appointed Data Protection Officer with any queries they may have relating to this policy.