

## PRIVACY NOTICE FOR CATTLE AND SHEEP ASSURANCE SCHEME GROUP

### INTRODUCTION

In order to manage our Cattle and Sheep Assurance Scheme, Quality Meat Scotland (QMS) needs to collect and process personal data about scheme members. This is done in compliance with all relevant UK law, including the Data Protection Act 2018 (DPA), the UK General Data Protection Regulation (UK\_GDPR) and the Privacy and Electronic Communication Regulations 2003 (PECR). QMS will treat your personal data with respect and keep it secure. QMS is the controller for this personal data.

### WHAT PERSONAL DATA DO WE COLLECT AND WHY?

When you apply for membership of our Cattle and Sheep Assurance Scheme, QMS collects the following information:

- Group and individual business names and addresses (included here as many scheme members are sole traders)
- Contact details: telephone numbers, email address
- Start date of group business
- Correspondence details if different from above
- Previous membership of scheme
- Current or past membership of related schemes
- CPH Nos. and numbers of livestock by category
- Any current, past (within the last 5 years) or pending prosecutions relating to your business activities

This personal data is required to allow us to process your application for scheme membership and subsequently to manage your membership. In particular, your membership number and business details will be circulated to Auction Markets and Meat Plants/Processors and listed on the QMS website for the purpose of verification of the assurance status of your business and the Scotch eligibility status of your livestock.

The legal basis for processing the personal data is **contract**:

#### BORN & REARED IN SCOTLAND

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“processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract”

Information relating to prosecutions is required in order to flag up certain people who may need disbarring from scheme membership or require further investigation. Under the DPA, this personal data may be processed for the purpose of “Protecting the public against dishonesty etc”. Providing this personal data is a contractual requirement and if you fail to provide it QMS will be unable to accept your membership of the scheme.

## HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We will keep your personal data as long as it is needed to manage your scheme membership. Your bank account details will be deleted on your leaving the scheme. All other data will be kept indefinitely for traceability purposes.

## YOUR RIGHTS

You have the right to request from QMS access to and rectification or erasure of personal data or restriction of processing of your personal data or to object to processing as well as the right to data portability

## COMPLAINTS

If you are unhappy with the way, we handle your personal data you have the right to lodge a complaint with the Information Commissioner’s Office (ICO), but, as recommended by the ICO, we suggest that you first raise any issues with our Data Protection Team.

Our Data Protection Team can be contacted at: [dpo@qmScotland.co.uk](mailto:dpo@qmScotland.co.uk).