

This privacy notice provides information regarding how NAFIC complies with the requirements of Regulation (EU) 2016/679 General Data Protection Regulation (“**GDPR**”) in relation to our supplier, customer, client and visitor personal data.

Use in this document of the words ‘data controller’, ‘data processor’, ‘personal data’, ‘data subject’, ‘process’ (and ‘processing, etc.’) means those words as defined in the GDPR.

1. Data controller

Trading Name:	National Agri-Food Innovation Campus
Postal Address:	Sand Hutton, York, YO41 1LZ
Registered office address:	Victoria Street, Westminster, London SW1H 0XA
Website:	www.nafic.co.uk
Telephone:	01904 460000
Email:	enquiries@nafic.co.uk

2. What information do you collect?

NAFIC collects, and is the data controller for, the following personal data about both current and former suppliers, clients, customers and visitors:

- personal details (e.g. name, signature, address, e-mail address, telephone number, images);
- marketing data (records of NAFIC products or services which you are interested in or have purchased);
- any information you send us;
- to see how we use cookies please see our Cookies Policy, [NAFIC intranet Cookie Policy](#).

3. Why are you collecting this information?

NAFIC collects this information for the following reasons:

- to facilitate the provision of goods and services;
- to fulfil contractual agreements;
- delivery and administration of our services;
- internal record keeping
- to send statements and invoices to you, and collect payments from you;
- to keep manage physical security of and access to the site;
- to prevent theft, fraud and mis-use;
- To manage contract performance;
- to enable your use of our services provided online;
- administration of our websites and social media platforms;
- to improve your browsing experience by personalising our websites;
- To record your preferences
- to send you email notifications;
- to send you marketing communications relating to our business and other items we think might interest you;
- to conduct customer surveys and market research;
- to deal with enquiries and complaints made by you; and
- to comply with our legal obligations.

4. What is your legal basis for processing my information?

Our legal basis for processing the personal data will depend on the information concerned and the specific context in which we process it. However, NAFIC normally uses the following legal reasons for processing suppliers/clients/customers/visitors personal data:

- to enter in to a contract with the data subject;
- our legitimate interests; and/or
- consent.

5. What are the “legitimate interests” being pursued that allow you to process my information?

NAFIC may choose to process personal data for the legitimate interests including:

- the collection of personal data from our suppliers, clients, customers and visitors and interested parties e.g. name, signature, address, e-mail address, telephone numbers and images; in order to:
 - provide our services;
 - manage physical, information, system and network security
 - control of access
 - ensure the safety and security of all site users
 - protect people, property and assets from theft, fraud, loss or damage
 - support compliance with legislative, regulatory and contractual obligations
- CCTV and ANPR systems are used on site which may record individuals when they enter or exit site and move around on site. Privacy notices are displayed where CCTV and ANPR is active;
- The site operates an access control system which using physical security cards which provides visual identity checks and electronic recording of the doors and barriers operated by the cards.
- marketing and communications, including the use of third-party data processors.

6. Who might you share my information with?

We may share your information with following:

- NAFIC employees or its suppliers for the purposes of enabling them to fulfil our contractual obligations.
- Information processed within our quality management systems may be shared with statutory, monitoring and accrediting or award bodies.
- Marketing data is occasionally shared with external market research and public relations companies under non-disclosure agreements.
- Marketing data may be shared with third-party marketing and event services providers.
- Other organisations where there is a legitimate interest for sharing; either in NAFIC's legitimate interest or the interests of a third party. Where necessary, a balancing test will be carried out to determine the rights of affected data subjects.

7. Third party websites

Our websites contain links to other websites. NAFIC is not responsible for the privacy policies or practices of third party websites.

8. Where might you transfer my information outside the European Economic Area (“eea”)?

NAFIC may transfer data outside of the EEA when hosted on third party software which operates outside EEA and is covered by the EU-US ‘privacy shield’ which protects the rights of EU-based data subjects where their personal data is transferred to the USA.

NAFIC processes the following information:

- Communications and marketing data hosted on the ‘MailChimp’ platform owned by the Rocket Science Group, LLC, their Privacy Policy is on the [MailChimp website](#).
- Market Research and Customer Satisfaction surveys using the Survey Monkey platform. [Survey Monkey website](#).
- Event management data hosted on the EventBrite platform, their Privacy Policy is on the [Eventbrite website](#).
- Communications and marketing and customer data using digital analytic tools provided by Google Analytics, their Privacy Policy is on the [Google Analytics website](#).

9. How will you keep my information secure?

NAFIC will keep your information secure in the following ways:

- The IT provider used by NAFIC has achieved Public Services Network (“PSN”) compliance which requires it to demonstrate it has met the PSN Information Assurance (IA) requirements. Further information is available at: <https://www.gov.uk/guidance/apply-for-a-public-services-network-psn-connection-compliance-certificate#about-the-psn-connection-compliance-certificate>;
- we will take all reasonable technical and organisational precautions to prevent the loss, misuse, or alteration of your personal data;
- any personal data which is taken off-site will be protected by use of encryption;
- we will limit access to your personal data so that it is only seen by those who need access to it;
- where information is shared with data processors, NAFIC requires those processors to maintain data processing records and NAFIC may audit those records;
- all NAFIC staff receive annual training in data protection and information security.
- We have policies and procedures in place to deal with any suspected or reported data breach.

10. How long do you keep hold of my information?

For personal data obtained by NAFIC in connection with the performance of a contract, NAFIC retains the personal data for as long as stipulated within contracts and, if not separately stipulated, for as long as reasonably necessary to carry out services and fulfil our statutory and contractual obligations.

Personal data captured via CCTV is stored for 90 days.

All marketing communications sent by NAFIC contain easy ways for you to 'opt out' of further communications. Alternatively, if you wish to unsubscribe at any time, simply email enquiries@nafic.co.uk.

11. What if I choose not to give you my personal information?

The General Data Protection Regulation provides certain rights to individuals regarding the use of their personal data. Please note that the services which NAFIC is able to provide to you may be restricted if you choose not to allow us to use your personal data as outlined in this privacy notice.

Due to the nature of our use of CCTV and ANPR cameras, personal data collection is unavoidable where such cameras are used.

12. Will you process my information for purposes I may not be aware of?

NAFIC may use your data to respond to a subject access request (SAR) which you have made in accordance with the requirements of the GDPR.

In addition, we may disclose your personal data:

- to the extent that we are required to do so by law;
- in connection with any legal proceedings or prospective legal proceedings; and
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

13. What rights do I have?

Under the GDPR you are entitled to the following rights:

a) The right to be informed

This includes our obligation to provide 'fair processing information', typically through a privacy notice, including via this document.

b) The right of access

You have a right to be told what personal data NAFIC holds about you, how it is used, why it is used and what form it takes. This applies where that personal data is contained within a relevant filing system, which includes electronic information as well as paper-based records, unless the information is exempted.

c) The right to rectification

You have a right to have your personal data rectified if it is inaccurate or incomplete. If we have disclosed this personal data to third parties, we are required, where possible, to inform them of the rectification.

d) The right to erasure (also known as the 'right to be forgotten')

You have the right to request the deletion or removal of personal data when there is no compelling reason for its continued processing.

e) The right to restrict processing

You have the right to 'block' or suppress the processing of personal data. When processing is restricted, NAFIC is permitted to store your personal data, but not further process it. The business can retain just enough information about you to ensure the restriction is respected in the future.

f) The right to data portability

You have the right to obtain and reuse your personal data for your own purposes across different services. This right allows you to move, copy or transfer personal data easily from one information technology environment to another in a safe and secure way, without hindrance to usability. Data portability is limited to:

- personal data provided by you as the data subject;
- that is processed by automated means; and
- where the legal basis for processing is either consent or necessity to perform a contract to which you are a party.

g) The right to object

You have a right to object to the processing of your personal data based on:

- legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics

14. Exercising your rights

Should you wish to exercise any of the above rights please contact: enquiries@nafic.co.uk

You also have the right to complain to the Information Commissioner's Office, which is the supervisory authority for the United Kingdom, available as follows:

The Office of the Information Commissioner
Wycliffe House
34 Water Lane
CHESHIRE
SK9 5AF
www.ico.org.uk
Tel: 0303 123 1113

15. Updates to this privacy notice

We may update this privacy notice from time-to-time at our discretion by posting a new version on our websites.