



## **DATA PRIVACY NOTICE**

### **UK Grain Testing Network**

#### **Your Personal Data – What Is It?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of data is governed by the General Data Protection Regulation 2016/679 (GDPR).

#### **Who Are We?**

The UK Grain Testing Network (UKGTN) is the data controller. This means that it is the UKGTN that decides how your personal data is processed and for what purposes.

We are a UK membership led, non-profit making organisation involved with the analysis of grain. We have the common objectives of achieving the best possible and accurate results from NIR equipment and other instruments.

#### **How Do We Process Your Personal Data?**

The UKGTN complies with the obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

When you join or renew membership to the Network we will ask you to provide us with the following personal information; your name, email address, telephone number (office and/or mobile) and company address. If you contact us via our website we will collect your name and email address.

We use your personal data for the following purposes:-

- To provide the ring check service as required through your membership
- To provide the standardisation and calibration updates as required through your membership
- To invoice for costs of your UKGTN membership

### **What is the Legal Basis for Processing Your Personal Data?**

We have a legal basis for processing your data as you have subscribed to the membership of the UKGTN. Our legal basis for processing your data is that we are fulfilling a contract with you and providing a service that you require and have requested.

We also have a legal basis to process your data if you contact us via our website as we could potentially enter into a contract to provide you with a service through membership.

### **Sharing Your Personal Data**

Your personal data will be treated as strictly confidential, and will be shared only with the following organisations:-

- **Sciantec Analytical Services**, for the essential operation of the ring check and standardisation processes on behalf of the UKGTN.
- **Cawood Scientific Ltd**, for the delivery of the accounting functions of the UKGTN
- **Foss**, for the standardisation and calibration update processes for those members with Foss equipment
- **Perten and Calibre**, for the standardisation and calibration update processes for those members with Perten equipment
- **M360**, for the operational requirements of the ring check portal system

### **How Long Do We Keep Your Personal Data?**

We will keep your personal data for as long as your organisation is a member of the UKGTN, and/or while you are a primary or secondary contact for your organisation.

Your personal data will be stored on computers that are password protected, and in Dropbox (individual users will also have their Dropbox access password protected). If information requires to be emailed between the UKGTN and any third party (as listed above) all information will be help in password protected files and the password shared via a text on a mobile phone.

Your personal data may also be stored on the mobile phone of the Technical Administrator; this is protected via fingerprint recognition software.

### **Personal Data and Your Rights**

Unless subject to an exemption (under GDPR), you have the following rights with respect to your personal data:-

- The right to request a copy of your personal data which we hold about you
- The right to request that we correct any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for us to retain such data
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to lodge a complaint with the Information Commissioners Office

### **Further Processing**

If we wish to use your personal data for a new purpose, not covered in this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. When and if necessary, we will seek your prior consent to the new processing.

### **Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the UKGTN Technical Administrator at [admin@ukgrain.org](mailto:admin@ukgrain.org)

You can contact the Information Commissioners Office on 0303 123 1113