



Animal &
Plant Health
Agency

APHA privacy notice for international trade

June 2020

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Your data is being collected by

The Department for Environment, Food and Rural Affairs (Defra) is the data controller for the personal data you give APHA.

APHA also works with Scottish Government and the Welsh Government and we are joint controllers for any relevant personal data.

You can contact the Animal and Plant Health Agency's Data Protection Manager at:

Data Protection Manager
Animal and Plant Health Agency
County Hall
Spetchley Road
Worcester
WR5 2NP
enquiries@apha.gsi.gov.uk

The Defra Data Protection Officer is responsible for monitoring that APHA is meeting the requirements of Data Protection legislation and contact details are in APHA's Personal Information Charter.

What your data is being collected and used for and the legal basis for processing

APHA has a statutory requirement to collect personal data for the purpose of providing certification, licenses, premises approvals and premises registrations for International Trade within the European Union (EU) and for imports from non-EU countries. In addition, for CITES, personal data is collected to process applications under EU Council Regulation 338/97 and Commission regulation 865/2006 and under section 7 of the Wildlife and Countryside Act for Registration of Birds.

No statutory requirement exists for APHA to collect personal data to provide export certification for live animals and products of animal origin for non-EU trade. Personal data is collected whilst carrying out this duty to facilitate non-EU trade as personal details are required to be included within the export certification to meet the import requirements of the Competent Veterinary Authorities of non-EU countries.

Where required by law, data may be published on UK Government or EU websites.

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More information about APHA can be found at www.gov.uk/apha.

Legal bases for processing include:

- The performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- For compliance to a legal obligation on the controller
- 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 a contract
- Consent has been given to process data for one or more specified purposes

Who your data may be shared with

Personal data may be made available to local authorities and other public bodies in the UK and EU to meet legal requirements.

We may share data with Defra and its agencies, Welsh Government, Scottish Government, Food Standards Agency, Public Health, and other organisations and enforcement authorities.

We may have to release information (including personal data and commercial information) under the following legislation:

- General Data Protection Regulation (GDPR)
- UK Data Protection Act 2018
- Freedom of Information Act 2000
- Environmental Information Regulations 2004

We will not allow any unwarranted breach of confidentiality and we will not act in contravention of our obligations under UK data protection legislation.

How long we will keep your data for

All information within APHA is held in accordance with our retention policy, if you would like more information please contact enquiries@apha.gsi.gov.uk

In specific circumstances information may be held for longer periods. Examples include:

- appeal
- audit activity
- complaint
- irregularity

- legal action
- a formal request for information
- if it sets a precedent
- scientific or historical research purposes

Consequences of not providing personal data

For statutory and public interest purposes it is necessary to provide data as stated in the relevant legislation.

For a current list of legislation managing these disease please visit www.legislation.gov.uk.

The use of automated decision making or profiling

The information you provide is not connected with:

- individual decision making, in other words making a decision solely by automated means without any human involvement
- or profiling, in other words automated processing of personal data to evaluate certain things about an individual How we use particularly sensitive personal information

The transfer of data outside the European Economic Area (EEA)

The data you provide will largely not be transferred outside of the EEA. On rare occasions, when it is lawful and complementary to our work carried out in the public interest, research data may be transferred securely outside of the EEA.

Your rights

A list of your rights under the General Data Protection Regulation, and the Data Protection Act 2018 (DPA 2018), is accessible at the [Information Commissioner's Office website](#).

Please consult the [APHA Personal Information Charter](#) for a full description of how your rights are upheld and made accessible by the Agency. This includes a full range of contact details.

How to raise a complaint

You have the right to lodge a complaint with the Information Commissioner's Office (supervisory authority) at any time. Should you wish to exercise that right full details are available on the [individual rights](#) page.

We keep our Privacy Notices under regular review. This document was last updated June 2020.



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The Animal and Plant Health Agency (APHA) is an executive agency of the Department for Environment, Food & Rural Affairs, and also works on behalf of the Scottish Government and Welsh Government.