

Data Protection Policy of ScotEID.com Limited

1. POLICY STATEMENT

1.1 ScotEID.com Limited provides access to a database where users and others can record the movements, BVD status and QMS Status (as those terms are defined in our Terms and Conditions for use of the website ScotEID.com and the ScotEID.com Database) of their livestock. In addition to recording livestock locations and status and movements we also need to retain some personal information on our users. Everyone has rights with regard to how their personal information is handled. During the course of our activities we will collect, store and process personal information and we recognise the need to treat it in an appropriate and lawful manner. This policy should be read in conjunction with our Terms and Conditions for use of the website ScotEID.com and the ScotEID.com Database.

1.2 The types of personal information that we may handle includes details of users of our database. The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act 1998 (the Act) and other regulations. The Act imposes restrictions on how we may use that information.

2. STATUS OF THE POLICY

This policy sets out our rules on data protection and the legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, transportation and destruction of personal information.

2.1 The Data Protection Compliance Manager is responsible for ensuring compliance with the Act and with this policy. That post is held by Mr Bob Yuill, director of ScotEID.com Limited, telephone no: 01466 700203, email: bob.yuill@saos.coop. Any questions or concerns about the operation of this policy should be referred in the first instance to the Data Protection Compliance Manager.

2.2 If you consider that the policy has not been followed in respect of personal data about yourself or others you should raise the matter with the Data Protection Compliance Manager.

3. DEFINITION OF DATA PROTECTION TERMS

3.1 **Data** is information which is stored electronically, on a computer, or in certain paper-based filing systems.

- 3.2 **Data subjects** for the purpose of this policy include all living people about whom we hold personal data. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal data.
- 3.3 **Personal data** means data relating to a living person who can be identified from that data. For the avoidance of doubt, ScotEID.com Limited does not regard County Parish Holding numbers or animal ID's as personal data.
- 3.4 **Data controllers** are the people who or organisations which determine the purposes for which, and the manner in which, any personal data is processed. They have a responsibility to establish practices and policies in line with the Act. We are the data controller of all personal data used in our business.
- 3.5 **Data users** include users of the ScotEID database whose work involves using personal data. Data users have a duty to protect the information they handle by following our data protection and security policies at all times.
- 3.6 **Data processors** include any person who processes personal data on behalf of a data controller.
- 3.7 **Processing** is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.

4. **DATA PROTECTION PRINCIPLES**

ScotEID.com Limited fully endorses and adheres to the eight principles of the Act.

Anyone obtaining, handling or processing personal data on the ScotEID database must comply with the eight enforceable principles of good practice. These provide that personal data must be:

- (a) Processed fairly and lawfully.
- (b) Processed for limited purposes and in an appropriate way.
- (c) Adequate, relevant and not excessive for the purpose.
- (d) Accurate.
- (e) Not kept longer than necessary for the purpose.
- (f) Processed in line with data subjects' rights.
- (g) Secure.
- (h) Not transferred to people or organisations situated in countries without adequate protection.

5. FAIR AND LAWFUL PROCESSING

5.1 The Act is intended not to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the data subject. The data subject has a right, on making a request, to be told who the data controller is the purpose for which the data is to be processed by us, and the identities of anyone to whom the data may be disclosed or transferred.

5.2 For personal data to be processed lawfully, certain conditions have to be met. These may include, among other things, requirements that the data subject has consented to the processing, or that the processing is necessary for the legitimate interest of the data controller or the party to whom the data is disclosed.

6. PROCESSING FOR LIMITED PURPOSES

Personal data may only be processed for the specific purposes notified to the data subject when the data was first collected or for any other purposes specifically permitted by the Act. This means that personal data must not be collected for one purpose and then used for another. If it becomes necessary to change the purpose for which the data is processed, the data subject must be notified of the new purpose before any processing occurs. Such notification may be given on ScotEID's website (www.Scoteid.com)

7. ADEQUATE, RELEVANT AND NON-EXCESSIVE PROCESSING

Personal data should only be collected to the extent that it is required for the specific purpose notified to the data subject. Any data which is not necessary for that purpose should not be collected in the first place.

8. ACCURATE DATA

Personal data must be accurate and kept up to date. Information which is incorrect or misleading is not accurate and steps should therefore be taken by users of the ScotEID database to check the accuracy of any personal data at the point of entering and at regular intervals afterwards. Inaccurate or out-of-date data should be destroyed. Users of the ScotEID database are responsible for their own data, either directly or via a nominated person.

9. TIMELY PROCESSING

Personal data should not be kept longer than is necessary for the purpose. This means that data will be destroyed or erased from our systems when it is no longer required. We anticipate keeping records of a user for at least 7 years from the date when that user ceases to enter data onto the ScotEID database.

10. PROCESSING IN LINE WITH DATA SUBJECT'S RIGHTS

Data must be processed in line with data subjects' rights. Subject to the provisions of the Act, Data subjects have a right to:

- (a) Request access to any data held about them by a data controller.
- (b) Prevent the processing of their data for direct-marketing purposes.
- (c) Ask to have inaccurate data amended (or amend it themselves).
- (d) Prevent processing that is likely to cause damage or distress to themselves or anyone else.

11. DATA SECURITY

11.1 Wherever possible we shall endeavour to ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data. Users of the ScotEID database accept the extent to which availability of data on the location and movements of livestock is necessary for the operation of the ScotEID database.

11.2 The Act requires us to put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Personal data will only be transferred to a third-party data processor if they agree to comply with these procedures and policies, or if they put in place adequate measures themselves.

12. DEALING WITH ACCESS REQUESTS

A formal request from a data subject for information that we hold about them must be made in writing. A fee is payable by the data subject for provision of this information.

From time to time ScotEID.com Limited may make personal data available to any relevant consumer representative organisation, government department or agency in accordance with the Terms and Conditions for use of the website ScotEID.com and the ScotEID.com Database Keepers of Livestock.

13. MONITORING AND REVIEW OF THE POLICY

We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.

14. STATUS OF THIS POICY

This policy has been approved by the board and any breach will be taken seriously and may result in formal action.

Any user of the ScotEID database who considers that this policy has not been followed in respect of personal data about themselves should raise the matter with ScotEID.com Limited's Data Protection Compliance Manager.

A handwritten signature in black ink, appearing to read 'Bob Yuill', is positioned above the printed name.

Bob Yuill. Data Protection Compliance Manager

Last reviewed: January 2015