

Privacy Notice

01/26

National Biosecurity Network Webform

This privacy notice sets out what you can expect from Cefas when we process your personal information. This is complemented by our [personal information charter](#), which broadly sets out our standards for requesting or storing personal information.

What data do we collect?

The information that we collect from you includes:

- Your name (optional)
- Your email address (optional)
- For person profiles: name, job title, employer/organisation, email address, phone number, biography, expertise areas, profile image, ORCID iD, LinkedIn profile, publications, and project involvement
- For organisation profiles: organisation name, description, contact details, logo, and areas of work
- For documents, media, datasets, projects, events, and announcements: author/creator names, contact details, and any other personal information included in the submission

We will not ask you to provide any **special category information**.

Why are we processing your personal data?

We collect this information to manage content submissions to the NBN Knowledge Hub, a platform for sharing biosurveillance-related knowledge and resources. Specifically, we use your information to:

- Process and review your submission
- Contact you if we require further information or clarification
- Publish approved content on the NBN Knowledge Hub
- Verify person profiles with the named individuals before publication
- Maintain the accuracy and quality of content on the Hub

For person profiles, the named individual will be contacted to confirm their details and consent before their profile is published.

What is the legal basis for processing your personal data?

The UK General Data Protection Regulation (UKGDPR) Article 6 legal basis for processing your data is that the processing is necessary for the **performance of a task in the public interest** or in the exercise of official authority vested in the controller.

Where we have asked to display your information publicly, we will only do so if you have indicated that you have **consented** to it.

The NBN Knowledge Hub supports the UK's biosurveillance capabilities by facilitating collaboration and information sharing across government, academia, and research institutions. This processing supports Cefas's statutory functions and the public interest in protecting human, animal, and environmental health.

Who will we share your personal data with?

We may share your personal data with:

- Other members of the NBN partnership for the purpose of reviewing and processing your submission.
- Published content (including person and organisation profiles) will be accessible to registered users of the NBN Knowledge Hub.

We will not share your personal information with third parties.

Will your data be processed in a country outside of the United Kingdom or European Economic Area (EEA)?

Your information will be stored and processed on Cefas systems which are located within either the UK or EEA. Please note that any information that appears on the website will be visible to a global audience if you consent to it.

Will your data be processed using automated decision making or profiling?

Your information will not be processed using automated decision making or profiling.

How long will we keep your data for?

- Submitter contact details (your name and email): retained for 12 months after your submission is processed, then deleted
- Published content: retained on the Hub until removed at the contributor's request, superseded by updated content, or archived under our content retention policy
- Unpublished submissions: retained for 6 months, then deleted
- Submission records (for audit purposes): retained for 3 years

What are the consequences if I do not supply the requested data?

Providing your name and email address is optional, but if you do not provide contact details and we need to request further information, we may not be able to progress your submission.

If you do not supply the requested personal data, it is more than likely that we will not be able to provide the service you wish to use or are applying for.

For person profiles, the named individual's email address is required so that we can contact them to verify the profile before publication.

What are my rights to my personal data?

Your rights and our commitments to your personal data are described in the [Cefas Personal Information Charter](#) as well as on the [ICO website](#).

Where you have **consented** to the processing of your personal data, you have the right to:

- Be Informed when we are processing your information
- To access and request a copy of the information we hold about you
- To correct inaccurate or complete incomplete personal data we hold about you
- Be forgotten, and request for us to erase your personal data
- To request that we restrict how widely we process your personal data
- To request we send your structured personal data to another controller
- To request human intervention where automated decision making or profiling is being used

Where processing of your personal data is necessary for the **performance of a task** in the public interest or in the exercise of official authority vested in the controller, you have the right to:

- Be Informed when we are processing your information
- To access and request a copy of the information we hold about you
- To correct inaccurate or complete incomplete personal data we hold about you
- To request that we restrict how widely we process your personal data
- To object to the processing of your personal data
- To request human intervention where automated decision making or profiling

How to get in contact

For day to day use, please contact the Cefas NBN team mailbox (nbn@cefas.gov.uk). They are best placed to manage general enquiries or to update the accuracy of your data, or provide you with information. However, if they cannot help you, or you have a complaint about how your data is being handled, please contact our Data Protection team: cefassecurityteam@cefas.gov.uk

We would like to learn from your Data Protection experiences with Cefas and invite you to complete our feedback form: [Click here to leave feedback](#)

Complaints

If you are unhappy with the service you have received in relation to your request and wish to make a complaint, you should write to the Senior Information Risk Owner at the address below, who will arrange for an internal review of your case.

Senior Information Risk Owner
Cefas
Pakefield Road
Lowestoft
Suffolk
NR33 0HT

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113

casework@ico.org.uk

<https://ico.org.uk/for-the-public/>

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts. Should you wish to exercise that right full details are available [on the Information Commissioner's website](#).

Hyperlinks in plaintext:

- Cefas Personal Information Charter: <https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs/about/personal-information-charter>
- Information Commissioner's Office: <https://ico.org.uk/for-the-public/>
- Cefas Data Protection Feedback Form: <https://forms.office.com/e/N3FVUat1gQ>