



Foreign, Commonwealth  
& Development Office

## Privacy notice for the UK Global Food Security Summit

Date last modified: 10/11/2023

Who we are: Vivace

On behalf of the UK Global Food Security Summit Team

which is part of the

Foreign, Commonwealth & Development

Office King Charles Street

London

SW1A 2AH

For queries, please contact: [info@ukglobalfoodsecuritysummit.com](mailto:info@ukglobalfoodsecuritysummit.com) for the attention of the UK Global Food Security Summit (UKGFSS2023) Team.

### **What a privacy notice is**

The General Data Protection Regulation (GDPR) requires that data controllers provide information to people whose personal information they process. Processing information means how we use it, store it, and share it, how long we keep it and how we destroy it.

### **What data do we process, and why**

We are processing your personal data for the following purposes:

- To enable us to invite you to the UK Global Food Security Summit;
- To enable us to invite representation from a diverse group of stakeholders to the summit;
- To enable you to register to attend the summit;
- To enable us to administer the summit and provide you with services as part of the event, including keeping you informed about any changes to the event.

In particular, the UKGFSS2023 Team will process the following personal data:

- contact details, including your address, email address, postcode and telephone number
- employment details, including your job title and employer
- facial image
- gender

- name, including your full name and title.

Some personal data that is recognised as special category data by the UK GDPR needs more protection because it is sensitive. We may collect special category data, including your:

- accessibility requirements (which may indicate your health data)
- dietary requirements (which may indicate your religious beliefs or health data)
- nationality (which may indicate your religious beliefs or ethnic origin when combined with other data such as name and title)

We may collect this information from you in a number of ways, including:

- information you provide to us directly
- information provided to us by other UK government departments, agencies and public bodies
- information provided to us by governments in other country

### **Who we share your information with and why**

We may share data with other UK government departments, agencies and public bodies. We may also share data with third-party suppliers, including caterers, event management companies and software providers.

There may be other circumstances in which we may lawfully share your data with third parties. For example, we may be required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

### **Legal basis for the processing**

We process this data under the following lawful basis:

**public task:** where we are carrying out a specific task in the public interest or exercising official authority. This is the most commonly used lawful basis in the FCDO as a ministerial department.

Where we are processing special category data, we may do so under the following lawful basis:

**consent:** you have given us clear consent to process your personal information for a specific purpose

If your personal data is processed on the basis of consent, you have the right to withdraw consent to the use of your personal data at any time.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated or new purpose, we will notify you and we will explain the legal basis which allows us to do so.

## How we use your information

We sometimes use third-party event management software to organise registration and RSVPs. Where we do so, we aim to ensure that the supplier meets our data protection requirements and is compliant with the ISO 27001 information security standard. The supplier may vary depending on the FCDO directorate or post that is organising the event.

We only use secure, encrypted methods of transfer to send data within the FCDO and to partners working on our IT platform. We aim to ensure that access to personal data is limited to staff members who have an operational need to access it.

## How long do we keep your data?

We aim to keep your personal data for no longer than is necessary to organise the relevant event. Some contact details may be retained for future events in secure contact lists and databases. Your personal data will be destroyed securely in line with FCDO retention and disposal policy.

## Your rights

You have the right to:

- [right to be informed](#): you have the right to be informed about what we do with your personal data, which is the purpose of this privacy notice
- [right of access](#): you have the right to request a copy of any personal information we hold about you and what we do with it. This is known as a Subject Access Request. You can make a request by emailing [information.rights@fcdo.gov.uk](mailto:information.rights@fcdo.gov.uk)
- [right to rectification](#): you have the right to request that any inaccurate personal data we hold is corrected or have incomplete personal information completed
- [right to erasure](#): you have the right to request that your personal data is erased. This only applies in certain circumstances
- [right to restrict processing](#): you have the right to request that we limit the use of your personal data. This only applies in certain circumstances
- [right to data portability](#): you have the right to move, copy or transfer personal information from one IT system to another in a safe and secure way. This right only applies to certain information in certain circumstances
- [right to object](#): you have the right to object to the use of your information, which means that we would have to stop using your personal information. This right only applies to certain information in certain circumstances

If your personal data is processed on the basis of consent, you have the right to withdraw consent to the use of your personal data at any time.

When making a request to exercise any of these rights, please include your full name, up-to-date contact details and the date of your request.

## **How to contact us**

If you have any questions about anything in this notice, or if you consider that your personal data has been misused or mishandled, or if you would like to exercise any of your rights, you can contact us at:

[info@ukglobalfoodsecuritysummit.com](mailto:info@ukglobalfoodsecuritysummit.com) for the attention of the UKGFSS2023 Team.

You can also contact the Data Protection Officer at the Foreign, Commonwealth & Development Office:

Data Protection Officer  
Foreign, Commonwealth & Development Office  
King Charles Street  
London  
SW1A 2AH

Email: [Data.Protection@fcdo.gov.uk](mailto:Data.Protection@fcdo.gov.uk)

Tel: 020 7008 5000

## **Complaints**

You may also make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's  
Office Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Email:

[casework@ico.org.uk](mailto:casework@ico.org.uk)

Tel: 0303 123 1113

## **Changes to this notice**

We may modify or amend this privacy notice at our discretion at any time. When we make changes to this notice, we will amend the last modified date at the top of this page. Any modification or amendment to this privacy notice will be applied to you and your data as of that revision date. We encourage you to periodically review this privacy notice to be informed about how we are protecting your data.