

## Privacy Notice For Defra SMART Database

### 1. *Who is collecting my data?*

The data controller is the Department for Environment, Food and Rural Affairs (Defra). You can contact the Data Protection Manager for this service at:

Legislation, Capability and Better Regulation  
Department for Environment, Food and Rural Affairs,  
SW Quarter, 2nd floor,  
Seacole Block,  
2 Marsham Street,  
London  
SW1P 4DF

Email: [Consult.engage@defra.gsi.gov.uk](mailto:Consult.engage@defra.gsi.gov.uk)

Any questions about how we are using your personal data and your associated rights should be sent to the above contact. The Data Protection Officer responsible for monitoring that Defra is meeting the requirements of the legislation is:

Defra Group Data Protection Officer,  
Department for Environment, Food and Rural Affairs,  
SW Quarter, 2nd floor,  
Seacole Block,  
2 Marsham Street,  
London  
SW1P 4DF

Email: [DefraGroupDataProtectionOfficer@defra.gsi.gov.uk](mailto:DefraGroupDataProtectionOfficer@defra.gsi.gov.uk)

### 2. *What of my data is being collected and how is it used? What is the legal basis for the processing?*

SMART is a stakeholder engagement management system that helps Defra group organisations to stay in contact with stakeholders interested in Defra policy areas.

The system captures the following data for individuals:

- Basic contact information such as: name, addresses, email addresses, phone numbers, organisation and job title of individual stakeholders.
- Areas of policy interest.
- Records of engagement with Defra group (for example responses to consultations undertaken using SMART or notes of verbal and written interactions with ministers and officials).

**INCLUDE LEGAL BASIS (ONE OR MORE):**

We collect and process this personal data because you consent us doing so.

**3. Who will my data be shared with?**

SMART is provided to Defra on a software as a service basis. Our supplier stores all stakeholder data securely in ISO 27001 certified data centres, which include state of the art Firewalls, and all database activity is recorded.

Staff from the Defra group can access stakeholder data stored in SMART. The Defra group comprises a number of separate legal entities and organisations which are grouped into separate data controllers:

Department for Environment, Food & Rural Affairs (Defra) and its Executive agencies:

- Animal and Plant Health Agency (APHA)
- Centre for Environment, Fisheries and Aquaculture Science (CEFAS)
- Rural Payments Agency (RPA)
- Veterinary Medicines Directorate (VMD)

Non-departmental public bodies:

- Board of Trustees of the Royal Botanic Gardens Kew
- Environment Agency (EA)
- Joint Nature Conservation Committee (JNCC)
- Marine Management Organisation (MMO)
- Natural England (NE)

Non-ministerial department:

- Forestry Commission (FC)

Your personal data will not be shared or disclosed to any other party outside these organisations without your explicit consent.

**4. If you are relying on my consent to process my data, can I withdraw my consent?**

You have the right to withdraw consent at any time, where processing is based on your consent.

**5. How long will my data be held for?**

Your personal data will be kept by us for as long as the purpose stated for holding your data is still relevant.

**6. What will happen if I don't provide the data?**

Failure to provide this information will mean that we will be unable to contact you with information about relevant policies and consultations.

**7. Will my data be used for automated decision-making or profiling?**

The information you provide is not connected with individual decision making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain things about an individual).

**8. Will my data be transferred outside of the EEA? If it will, how will it be protected?**

The data you provide will not be transferred outside the European Economic Area.

**9. What are my rights?**

A list of your rights under the General Data Protection Regulation, the Data Protection Act 2018 (DPA 2018), is accessible at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

**10. The right to lodge a complaint with a supervisory authority. [How do I complain?]**

You have the right to lodge a complaint with the ICO (supervisory authority) at any time. Should you wish to exercise that right full details are available at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Details of our Personal Information Charter can be found at:

<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs/about/personal-information-charter>.