

## SOPA DATA PROTECTION POLICY

SOPA's has a Data Protection policy and this is summarised in its Data Protection Statement. This is notified to its members via newsletters, member communications and the SOPA website.

SOPA is confident that it complies with the requirements of the Data Protection Act 1998 (DPA) and the eight data protection principles. This policy is detailed as follows:

- *Fairly and lawfully processed:* SOPA\* collects and uses data open and honestly and with the member's full knowledge and permission. Typically this will be via the use of application forms and other membership documentation.
- *Processed for specific purposes:* SOPA only collects and uses data that it requires for the furtherance of its business as an organic body or is required under the rules and regulations of organic certification
- *Adequate, relevant and not excessive:* SOPA only collects and uses data that it is directly relevant to the operation of SOPA and its certification scheme.
- *Accurate and where necessary, kept up to date:* SOPA seeks to keep members' data accurate by maintaining appropriate procedures e.g. assessors checking details with members at assessment time; request for confirmation or modification of personal details in member communications etc.
- *Not kept for longer than necessary:* SOPA will only retain members' data where it is relevant to the operation of SOPA and/or its certification scheme e.g. data from lapsed members will be deleted within 12 months of their withdrawal/ resignation from SOPA.
- *Processed in line with the rights of the individual:* Members' data will be processed in accordance with those rights specified by the DPA i.e. the right for a member to access their personal information, the right for a member to prevent processing of their information for direct marketing etc.
- *Kept secure:* Members' data is held securely in a database protected by a firewall and appropriate IT system and paper files in fire-proof locked cabinets. SOPA strives to keep members' personal information and the business they do with it in strict confidence.
- *Not transferred to countries outside the European Economic Area unless the information is adequately protected:* No personal information is transferred outwith the EEA.

\* For the avoidance of any doubt the use of the word SOPA could be interchanged with SFQC when the latter carries out its obligations under the terms of its contracts with SOPA.