

All-Party Parliamentary Group – Micronutrients and Health
Secretariat c/o Philippa Williams
1 Wolsey Rd
East Molesey
Surrey KT8 9EL
Tel: +44 (0)20 8481 7100
E-mail: appg@hfma.co.uk
Web: www.micronutrientsappg.org



Privacy Policy

1. **Who is responsible for managing the data the All-Party Parliamentary Group – Micronutrients and Health (APPG) holds?**

The Health Food Manufacturers' Association (HFMA) acts as the Secretariat for the APPG and is responsible for the collection and proper management of any personal information you submit. HFMA (the Data Controller) will keep your personal details secure and use the information you provide consistently with applicable privacy and data protection laws and the terms of this Privacy Policy.

2. **What data we hold?**

The HFMA holds names and emails of those who are wish to receive information about the APPG.

3. **Where your data comes from?**

Anyone can opt in to receive communications by contacting the Secretariat based at HFMA's offices (see section 14).

4. **Who we share your data with?**

HFMA never shares any of the data we hold with third parties.

5. **How do we use your information?**

HFMA use your data to provide event information, agendas and minutes of the APPG. We also use data to manage customer service queries.

6. **How we contact you?**

HFMA may contact you by post, telephone and email, unless you do not wish to be contact in this way. If you would like to change any of your preferences relating to the way in which we may use you information, please send an email to appg@hfma.co.uk.

7. **How long we hold your information for?**

HFMA will hold your data indefinitely or until the APPG group has been dissolved. We have a system of retention periods in place to ensure that your information is only stored whilst it is required for the relevant purposes (see section 5) or to meet legal requirements. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

All-Party Parliamentary Group – Micronutrients and Health

Chair: Carolyn Harris MP

Vice-Chairs: Sir David Amess MP, Dawn Butler MP, Gavin Robinson MP, Derek Thomas MP

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8. Cookies

The APPG website does not use Cookies.

9. How can you access and update your information?

You have the right to request a copy of the information that HFMA holds about you. If you would like a copy of some or all of your personal information, please email or write to us at the address below (see section 14) stating you are applying for a 'subject access request'. Please note that we may charge a small administrative fee for the provision of this information and we will respond to this request within 30 days.

HFMA want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

10. Protection against Data Breaches

Ventrus Networks Ltd (referred to as the Data Processor) and HFMA have systems in place to safe guard your data but should there be a breach, our members and the Information Commissioner's Office would be contacted within 72 hours.

11. Your right to complain

If you feel HFMA isn't handling your data in line with the current data protection laws, it is your right to contact the Information Commissioner's Office.

12. Does this Privacy Policy apply to linked websites?

The APPG's website contains links to other websites. This Privacy Policy only applies to HFMA and the APPG's website so when you link to other websites you should read their own Privacy Policies.

13. How do we update this Privacy Policy?

HFMA keep our Privacy Policy under regular review and we will place any updates on our webpage. This Privacy Policy was last updated on May 2018.

14. Who can you contact if you have queries about this Privacy Policy?

Please contact APPGs Secretariat if you have any questions about our Privacy Policy or information we hold about you; by email: appg@hfma.co.uk or write to us at: All-Party Parliamentary Group – Micronutrients and Health c/o Health Food Manufacturers' Association, 1 Wolsey Road East Molesey, Surrey KT8 9EL.

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