

DAERA Farm Carbon Footprinting Project Privacy Notice

Purpose of this Privacy Notice

This privacy notice gives you information about how DAERA uses and protects your personal data in relation to the Carbon Footprinting Project. It is important that you read this Privacy Notice together with any consent request we may provide on specific occasions so that you are fully aware of how and why we are using your personal data. When processing your personal data, we will comply with all applicable data protection law.

Personal data means any information about an individual from which that person can be identified. It does not include data where a person's identity has been removed and cannot be reinstated, such as anonymised data or aggregated data where the dataset cannot be deanonymised or disaggregated.

Throughout this Privacy Notice, your personal information will be termed "**Personal Data**" and when referring to information which cannot identify you (either in isolation or together with other information) this will be termed "**Non-Personal Data**". Together, Personal Data and Non-Personal Data will be termed "**Project Data**".

Who we are

Data Controller Name: **Department of Agriculture, Environment and Rural Affairs (DAERA)**

Address: **Food, Farming and Rural Affairs Group/Agricultural Policy Division**

Clare House,

303 Airport Road West,

Belfast.

BT3 9ED.

Telephone: **028 9081 6200**

Data Protection Officer

Email: **dataprotectionofficer@daera-ni.gov.uk**

Data Protection Principles

We will comply with the data protection legislation and all applicable law when processing your Personal Data. We must comply with the data protection principles

and agree that our processing of your Personal Data shall be in line with the following principles: -

1. lawful, fair and transparent;
2. collected only for valid purposes which we have clearly explained to you in this Privacy Notice and not used for any other purposes;
3. relevant to and limited to the purposes we have told you about in this Privacy Notice;
4. accurate and kept up to date;
5. kept only as long as necessary for the purposes we have described in this Privacy Notice; and,
6. must be kept secure from any unlawful processing, access, disclosure or deletion.

Why are we Processing your Personal Data?

The Carbon Footprinting Project (the “**Project**”) has been co-designed with industry representatives to obtain a net Greenhouse Gas (GHG) emission baseline of all farms in Northern Ireland to support the agriculture industry to achieve the emission reduction targets set out in the Climate Change Act (Northern Ireland) 2022. It implements the DAERA Ministerial decision made in 2022 for NI to identify a detailed monitoring, reporting and verification procedure for agricultural carbon emission reductions and sequestration, at both a national and a business level through the application of a farm carbon calculator. The Project Data will provide improvements to the dataset currently used by the UK GHG Inventory and the Committee for Climate Change to estimate net GHG emissions in the NI agricultural sector and shall assist government with designing informed policies for the agricultural industry in accordance with its public task under the Climate Change Act (Northern Ireland) 2022.

Farmers’ Personal Data will be collected, stored and processed throughout the duration of this Project in order to achieve these outcomes. The Project will enable farmers to understand the net GHG emissions from their farm business and support their decision making on the best carbon reduction strategies for their circumstances. Farmers can also use the information to help inform their own farm management practices to drive improved efficiency and productivity. The Project will also enable CAFRE to support farmers to understand their net GHG emissions and help them to implement actions to reduce their emissions.

Participation in the Carbon Footprinting Project will be a condition of eligibility for entitlement to the payment of the Farm Sustainability Payment.

A combination of Personal Data and Non-Personal Data will be collected and exported to a carbon calculator to calculate each farm’s carbon footprint.

The Personal Data being processed is the minimum deemed necessary for efficient delivery of this Project in compliance with the data protection legislation.

The type of Personal Data collected for the Project

The Personal Data of individual farmers that will be collected and processed as part of the Project include: -

- Farm name
- Herd/flock number
- Business ID Number
- Farm enterprises
- Title
- Name
- Address
- Postcode
- Telephone
- Email

The following data will be collected from each participating farm business for the Project -

- Number of livestock for all enterprises on the farm;
- Livestock performance data;
- Percentage of time livestock are kept indoors;
- Land area and land utilisation, including grassland area, silage area, areas sown and crops grown;
- Purchased animal feedstuffs inputs;
- Fuel and energy used by the farm business;
- Fertiliser and lime used by the farm business;
- Pesticides used on farm;
- Organic and inorganic manure applied;
- Straw, sawdust, woodchip bedding;
- Tree sequestration, age and type, broadleaf or conifer;
- Hedgerow sequestration, age, length, type, broadleaved or conifer;
- Soil carbon sequestration, tillage practice, grazing system, cover crops; and,
- Renewable energy, (electric and heat) sources, wind, solar, hydro, wood pellets.

No special category data will be collected by DAERA as part of the Project, being data of a sensitive nature such as biometric data (fingerprint or facial recognition) or membership of Farming Unions.

How do we collect your Personal Data?

The Personal Data that is required for the Project will come from Personal Data that DAERA already holds and continues to collect. This Personal Data will be extracted by DAERA and supplied to the Livestock and Meat Commission for NI (LMC) and its subcontractors. DAERA have entered a Data Sharing Agreement (the Agreement) with LMC, who shall act as DAERA's processor to help fulfil the purpose of the Project. LMC will add the data to a carbon footprint assessment questionnaire and will collect the remaining data needed to calculate your farm carbon footprint during a visit to your farm, with the appropriate information security controls to safeguard against any unlawful disclosure of the Project Data.

Following the completion of the farm carbon footprint assessment questionnaire, your anonymised data (Non-Personal Data) will be input into a carbon calculator to calculate your net GHG emissions and your farm carbon footprint.

Do we share your Personal Data with anyone else?

As referenced above, DAERA will share your Personal Data with LMC, who shall collect the Project Data necessary for the carbon calculator.

The Project Data will be aggregated, which is when data is combined to provide a wider analysis of a subject. Once aggregated, it will not be possible to identify any individual farmer and as such it is Non-Personal Data. The aggregated Non-Personal Data may be shared with industry stakeholders including, for example, industry processors, representative bodies, feed and fertiliser manufacturers and research institutes.

You can nominate an industry processor at the data collection stage to receive an anonymised aggregated report, which contains your aggregated Non-Personal Data. If the industry processor you supply wishes to have access to your Personal Data, you will need to confirm your consent for this to happen. Whether you wish to consent is a matter between the processor and you. DAERA has no role in negotiating this. DAERA will not share your Personal Data with any industry processor without your consent.

Anonymised data, which does not identify an individual farm business and as such is Non-Personal Data, will be shared as part of a representative sample of Northern Ireland farms to inform the GHG Inventory for Northern Ireland.

The Project Data held by DAERA will be encrypted. We have put in place appropriate security measures to prevent your Personal Data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have put in place

procedures to deal with any suspected Personal Data breach and will notify you and any applicable regulator of a breach when required to do so by law.

DAERA will not share your Personal Data with anyone else unless there is a legal obligation to do so, for example, for law enforcement purposes under Part 3 of the Data Protection Act 2018.

DAERA do not transfer your Personal Data outside the United Kingdom.

What is the legal basis for processing Personal Data for the Project?

The law requires us to have a legal basis for collecting and using your Personal Data. For processing of Personal Data in relation to the Project, we shall rely upon the legal basis of public task under the UK GDPR Article 6(1)(e), namely that the processing is necessary for the performance of a task vested in DAERA. DAERA is the government department responsible for the environment and sustainable development of the agricultural sector in Northern Ireland. The Project is in pursuit of DAERA's public task and more specifically, for the performance of its public task under the Climate Change Act (Northern Ireland) 2022 (including sections 19 (1) and (2) and section 52 and in achieving the related emissions targets in sections 1, 3 to 5 and 24).

What will the Project Data we collect be used for?

We will use the Project Data collected from you to: -

1. Provide you with a carbon footprint for your farm business. This will allow you to make decisions to reduce net GHG emissions from your farm business. You will have access to your carbon footprinting reports through a designated portal.
2. Anonymised data (Non-Personal Data) collected for this Project will be used to inform and update the GHG Inventory for NI.
3. Anonymised data (Non-Personal Data) from this Project will be used to: -
 - provide an evidence base to inform the achievement of carbon budgets and targets as set out in the Climate Action Plan for NI;
 - inform the design of future policies and their impact on agriculture and the environment;
 - support research and development;
 - enable industry processors to support improvements to be made across the supply chain to improve farming and Project outcomes; and,
 - inform evidence-based public communications about outcomes and progress being made through the roll-out and development of the Project.
 - provide knowledge transfer activities to help you understand the carbon footprint results for your farm business and identify actions you can take to reduce your emissions. (CAFRE will have access to personal data associated

with non-personal data collected for the Project, providing you have given your consent for this to happen. Other parts of the Department will have access to the aggregated data for policy development, statistical and research purposes but no individual farms will be identified from any such analysis).

At no time will DAERA use the Project Data collected for the purpose of enforcement by DAERA or its agents or subcontractors.

How long do you keep my Personal Data?

The Personal Data and wider Project Data will be managed to comply with DAERA's Data Retention and Archiving policy. The Personal Data used in this Project will be reviewed by DAERA following the conclusion of the Project to ensure that it is adequate, relevant and limited to what is necessary for the objectives of the Project. Following this review, Personal Data may be archived for a longer period which will be stipulated by the business area which will include the legal basis for further processing.

DAERA shall only keep the Personal Data for as long as necessary to fulfil the purposes for which we collected it and comply with any legal obligation.

Your data protection rights

Under data protection law, you have rights including: -

- **Your right of access** - You have the right to ask us for copies of your Personal Data.
- **Your right to rectification** - You have the right to ask us to rectify Personal Data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your Personal Data in certain circumstances, for example, if the Personal Data is no longer necessary for the purpose it was collected or processed for.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your Personal Data in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your Personal Data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the Personal Data you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at dataprotectionofficer@daera-ni.gov.uk if you wish to make a request.

Changes to the Privacy Policy and our duty to inform you of change

This document was issued on 19 August 2024 and can be made available in alternative formats.

DAERA will notify you of any changes to this Privacy Notice.

Should DAERA wish to use your Personal Data for any other purpose than those specified in this Privacy Notice, we shall seek your prior consent in advance of such further processing, and we shall not proceed with such further processing until we provide you with an updated Privacy Notice and your consent has been obtained.

How do I complain if I am not happy?

If you are unhappy with how any aspect of this Privacy Notice, or how your Personal Data is being processed, please contact *Department Data Protection Officer at: **dataprotectionofficer@daera-ni.gov.uk***

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

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

Tel: 0303 123 1113

Email: casework@ico.org.uk <https://ico.org.uk/global/contact-us/>