

## TERMS AND CONDITIONS

### FOR THE COLLECTION AND UTILISATION OF GLOBAL FARM METRIC RESEARCH TOOL DATA WITHIN THE SUSTAINABLE FOOD TRUST'S GLOBAL FARM METRIC PILOT PROJECT

The purpose of this agreement is to articulate to participants the duty of confidentiality and data protection arrangements the Sustainable Food Trust has in place for participants of the project.

This agreement commences on the date of completion of online sign-up process, completion of which is indicated by checking of the tick box at the end of that process.

#### AND IS MADE BETWEEN:

The Sustainable Food Trust ("SFT") are a registered charity in England and Wales (charity no. 1148645) and a limited company under Companies House registration number 7577102 with a registered office at 38 Richmond Street, Totterdown, Bristol, BS3 4TQ. Sustainable Food Trust are the 'Data Controller' ("the Controller").

#### AND

The Farm participating in the Global Farm Metric Research Tool ("the Data Processor").

SFT are working to develop the Global Farm Metric (GFM). This agreement covers the processing of data from participant farms. Where the term 'farm' is used within this agreement, it also covers data collected from participant farms if there is more than one farm in the participant group. This agreement also outlines our operating standards in Schedule 1.

The Sustainable Food Trust are bound to process to personal data in accordance with all applicable laws, including the UK and EU General Data Protection Regulations (GDPR), and the Data Protection Act 2018 (DPA 2018). SFT will process all other data in accordance with our common law obligations in respect of confidentiality. This level of compliance is required by all those who process personal data on our behalf.

#### Data in scope

By taking part in the Global Farm Metric Tool pilot with the Sustainable Food Trust, farms will be asked to provide the following information and details relating to farming assets:

- Name and contact details.
  - Cropping areas and livestock numbers
  - Productivity metrics such as sales volumes and prices, income and costs
  - Soil management practices
  - Water management practices including irrigation, flooding and quality measures
  - Energy and resource use including fuel use and waste management
  - Nutrient Management
  - Livestock management including grazing, housing, feeding and animal health
  - Plant and crop health
  - Biodiversity
  - Social capital such as community engagement and public access
  - Human capital including employment, workforce skills, health, and wellbeing.

This information will be deemed "Confidential Information" and as a result SFT are duty bound to keep this information confidential and seek your consent to process this data. The SFT will ensure that all data supplied in the project is anonymised within the findings, but the duty of confidentiality still is maintained during this period.

## 1. Definitions

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In this Agreement, unless the context otherwise requires, '**Confidential Information**' includes but is not limited to:

- a) Any information relating to the trading position, business, products, services, affairs and finances of the Farms or Farms including (but not limited to) marketing information and plans, natural persons, activities, market opportunities, product lists, the Farms' financial information, results and forecasts, manpower or expansion plans, the remuneration and benefits paid to the Farms' consultants and officers, lists of suppliers, agents, consultants, distributors, clients or customers and their needs and requirements, the terms of business with them and the fees and commissions charged to or by them, information relating to prospects and tenders contemplated, offered or undertaken by the Farms and any other matters connected with the products or services manufactured, marketed, provided or obtained by the Farms;
- b) Technical data and know-how relating to the business of the Farms or any of its suppliers, agents, consultants, distributors, clients or customers including (but not limited to) product designs and specifications, product lists, ideas, inventions, drawings and plans, research and development, manufacturing processes, techniques, formulae, trade secrets, computer systems and software, costs, margins, prices, production and business methods, business plans and forecasts and any other technical matters connected with the products or services manufactured, marketed, provided or obtained by the Farms;
- c) Any incident or investigation relating to the Farms' operations or business, or confidential reports or research commissioned by or provided to the Farms; and
- d) Any document or item marked as confidential or which you tell us is confidential and any information which is given to the Farms in confidence by suppliers, agents, consultants, distributors, clients, customers, or other persons.

### Other definitions

**Anonymised:** Anonymization is a data processing technique that removes or modifies personally identifiable information; it results in anonymized data that cannot be associated with any one individual.

**Common Law Duty of Confidentiality:** The common law of confidentiality is a broad principle of law that a person or body in this case SFT who receives information from another party in confidence cannot share that information without obtaining their consent.

**Data Controller:** Data Controllers, in this case SFT are the main decision-makers on how the data is used. They exercise overall control over the purposes and means of the processing of personal data.

**Data Protection Laws:** means all applicable data protection laws and regulation in the jurisdiction where The Controlling Client is located, including (i) the Data Protection Act 2018 & UK-GDPR, (ii) the Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ("General Data Protection Regulation"), and (iii) Directive 2002/58/EC of the European Parliament and of the Council of 12 July 2002 concerning the processing of personal data and the protection of privacy in the electronic communications sector (Directive on privacy and electronic communications).

**Personal Data:** The term "Personal Data" means any information relating to that identifies living persons, or through which they can be identified, directly or indirectly. In particular, by reference to an identifier such as a name, an identification number, location data, or an online identifier or to one or more factors specific to your physical, physiological, genetic, mental, economic, cultural or social identity.

**Processing:** processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

## **2. Obligation of confidentiality**

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The SFT agrees to treat as confidential all information supplied by or on behalf of the Farms in connection with the farms' business and all other confidential aspects of the business as defined in 'Confidential Information' above.

This restriction will continue to apply after the termination of the Global Farm Metric project or the cessation of the GFM's existence as a tool, whichever is sooner.

## **3. Exclusions**

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This obligation of confidentiality does not apply to:

- Any information received from a third party who was legally free at the time of disclosure to disclose it; or
- Any information already in the public domain, otherwise than as a result of direct or indirect disclosure by either party in breach of the terms of this agreement.

## **4. Duties of the SFT**

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The Sustainable Foot Trust shall not, without the prior written consent of the Farms, permit any of the Confidential Information:

- To be disclosed, divulged, or communicated, whether directly or indirectly, to any third party (including to any other consultant or officer of the Farms), except to those authorised by the Farms to know or as required by law.
- To be copied or reproduced in any form or to be commercially exploited in any way.
- To be used for their own purposes or for any purposes other than those of the Farms.
- To be used or published by any other person.
- To be transferred to SFT's own personal e-mail account, regardless of the proposed reasons for doing so.
- To pass outside SFT's control.

SFT will keep a record of Confidential Information received and of the people holding that information and will make that available to the Farms on request.

## **SIGNATURES**

By the authorised signatory of the Parties

### **SIGNED ON BEHALF THE SUSTAINABLE FOOD TRUST**

**Name:** May Wheeler

**Position:** Projects Officer

**Signature:** *May Wheeler*

**Date:** 8.12.21

### **SIGNED ON BEHALF THE FARM**

I understand that ticking 'I consent' on the online sign-up form for the Global Farm Metric Research Tool, constitutes my signature to the terms of this confidentiality statement.

## Schedule 1

SFT agrees to the following Confidentiality Operating Standards when processing data on behalf the Farms.

### **1. Data usage:**

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- a) The data will not be used for any purpose other than for the following activity:
  - i. The Sustainable Food Trust (SFT) will use the non-anonymised farmer feedback and farm activity data to inform the development of an international framework and a tool for monitoring sustainability impacts.
  - ii. The Sustainable Food Trust (SFT) will use anonymised farm data for the creation of benchmarking data sets - to allow for comparison and insights
  
- b) No material will be published in such a way that data or information relating to any particular land, business or person can be inferred from it, unless the data user is required to disclose that information pursuant to a statutory, legal or parliamentary obligation.
  
- c) Should the referring party, through whom the farm came to be participant in the project, wish to access the findings, the SFT is permitted to share anonymised, aggregated data with said referring party. The referring party is permitted to use the anonymised, aggregated data internally and in external publicity and communications materials. The SFT is not permitted to share farm level data or personal information.
  
- d) Any unlawful disclosure of information could be a criminal offence or a breach of statutory confidentiality obligations and any person committing such offence is liable to prosecution.

Disclosure would include, but is not limited to:

- i. Statistical data or tables which show information relating to fewer than three individuals, farm holdings or businesses, or tables from which such information can be deducted.
- ii. Narrative statements which include information about an individual, farm holding or business whether directly identifiable or not.
- iii. Maps and graphic information for publication must not allow identification of any single holding, or information relating to a single holding or to small groups of less than three (3) holdings. Where information from different data sources is brought together, increased risks of identification of individual holdings must be properly managed and mitigated.
- iv. Any other information not in the public domain and obtained as part of the work obtain from the Farms or associated farms.

### **2. Data access:**

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- a) Access to data will be limited to those persons requiring such access for the purposes specified in 'Data Usage'
  
- b) A secured data handling arrangement is in place and must be followed. The SFT will receive the data directly from the trial participants as Excel and/or .json files via email. The data will be held internally on secure systems in encrypted folders that are password protected. Password(s) for

accessing individual folders will be kept in a separate location in a password protected folder held by the SFT admin lead.

- c) SFT shall keep and updated list of those personnel who have been permitted access to the provided data and records of access including timestamped.
- d) If the data is transferred to SFT contractors who do not have access to internal systems, the files will be sent via encrypted email. The password will be sent via a different method e.g. text. As soon as the data has been used for the purposes specified in 'data usage' the contractor will destroy the file through secure destruction, overwriting, ICT erasure or degaussing for re-use.

### **3. Data handling:**

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- a) SFT is reminded of the legal obligation to comply the UK- GDPR, EU- GDPR and the Data Protection Act 2018 which requires that personal data are kept secure. Compliance would include, as a minimum, the following:
  - i. Ensuring the reliability of those entrusted to use the data.
  - ii. All information requests from third parties or data incidents reported within 24 hours of becoming aware.
  - iii. Having a level of security which protects against unauthorised or unlawful use, accidental loss, destruction, or damage of the information, in accordance with schedule 1.
  - iv. The guaranteeing of organisational and security measures governing the use of the information.
  - v. The self-certification of compliance to this agreement and compliance to the standards outlined in this agreement on an annual basis.

### **4. Data transmission:**

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- a) Farm level data sent electronically must be encrypted and password protected at all times. Passwords must be communicated via a different method to that used for the data (e.g., if email then phone call or text).
- b) If data must be sent on a CD or memory stick, it should be encrypted and must at least be password protected. Data must be dispatched by Royal Mail Special Delivery Service. Passwords must be sent separately by a different method to that used for the data after receipt of the data is confirmed.

### **5. Data Storage:**

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- a) Non- anonymised individual farm datasets will be stored as encrypted password protected Excel files within a project folder held on SFT's Microsoft OneDrive
- b) Electronic systems and hard copies of data will be stored in a secure building and/or a locked cabinet and destroyed either on the farm's withdrawal from the GFM, or the cessation of the GFM's existence as a tool. When data is held on Personal Computers / Laptops on secure premises, password policies must be in place that ensure only those requiring such access for the purposes specified in section 1 can access the data. .
- c) All access to stand-alone machines must be protected by username and password.
- d) SFT must avoid transferring data onto removable media (including laptops, removable discs, memory sticks, etc). If the data is to be used outside the organisation's secure premises all media must be fully encrypted.
- e) In the event of any unauthorized access or theft of personal data, the SFT will immediately notify the farm and perform all actions as SFT considers reasonably necessary to remedy or mitigate the effects of the data breach. The parties will coordinate and cooperate in good faith on developing the content of any related public statements or any required notices.

## **6. Data destruction:**

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- a) Destruction of all individual farm-level data either on the farm's withdrawal from the GFM, or the cessation of the GFM's existence as a tool.
- b) Paper records containing protected personal and other sensitive data should be disposed in secure sacks and destroyed by incineration, pulping, or shredding so that reconstruction is unlikely.
- c) Disposal of electronic media that have been used for protected personal and other sensitive data is through secure destruction, overwriting, ICT erasure or degaussing for re-use.

## **7. Use of software and data:**

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- a) The Global Farm Metric research tool (the software) will be used to collect farm-level data. The software was developed by the team at the Sustainable Food Trust and is provided under the terms of a Creative Commons Attribution-Non-commercial 4.0 International (CC BY-NC 4.0) license agreement.
- b) The software may not be used for commercial purposes by any recipient and no direct charge for use/access of/to the software must be made in any circumstance.
- c) The software is provided at no cost.
- d) The recipient agrees to acknowledge the source of the software in any publications reporting the use of it as specified under the terms of the CC BY-NC 4.0 license.
- e) Responsibility for the re-use of the individual farm level data rests with the user. No liability shall lie with the Sustainable Food Trust in respect of any use of the software, its operation, or its results.