

## The Health Food Manufacturers' Association

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e: [hfma@hfma.co.uk](mailto:hfma@hfma.co.uk)

[www.hfma.co.uk](http://www.hfma.co.uk)



### Privacy Policy

1. Who is responsible for managing the data HFMA holds?  
The Health Food Manufacturers' Association (HFMA) 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 its current and previous members' emails, names, telephone numbers, mobile numbers, company names and address on our secure database.
3. Where your data comes from?  
We request this data from our members via the registration application form. Once a company is a member, employees of this member company are entitled to join or leave our mailing lists at any time.  
We also collect website usage information. We do this using by using Cookies (see section 8).
4. Who we share your data with?  
HFMA never shares any of the data we hold with third parties. However data is collected automatically on HFMA's website ([www.HFMA.co.uk](http://www.HFMA.co.uk)) for the purposes of website analytics is shared with Google.
5. How do we use your information?  
HFMA use your data to provide members with our member services. For more information please see: <https://www.hfma.co.uk/membership/what-the-hfma-provides/>.  
HFMA also provide a list of members on our website with your company name, address and website.  
For previous members we hold your data to inform you about events, products and services we think may be of interest to you.  
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 [hfma@hfma.co.uk](mailto:hfma@hfma.co.uk).
7. How long we hold your information for?  
HFMA will hold member's data indefinitely while enrolled in membership. Once a member resigns from HFMA's membership, their data will be stored on a database. 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.

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### 8. Cookies

HFMA's website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our Cookies Policy: <https://hfma.co.uk/wp-content/uploads/2022/05/hfma-cookie-policy-2022.pdf>

### 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 response 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?

HFMA's website contains links to other websites. This Privacy Policy only applies to HFMA and HFMA'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 2022.

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

Please contact HFMA if you have any questions about our Privacy Policy or information we hold about you; by email: [hfma@hfma.co.uk](mailto:hfma@hfma.co.uk) or write to us at: Health Food Manufacturers' Association, 1 Wolsey Road East Molesey, Surrey KT8 9EL.