



APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

(Regulation (EC) No. 2017/625 (assimilated law))

Received Date Stamp - For Official Use Only

This form should be completed by food business operators in respect of new food business establishments and submitted to Orkney Islands Council **28 days before** commencing food operations. On the basis of the activities carried out, certain Food Business Establishments are required to be Approved rather than Registered. If you are unsure whether any aspect of your food operations would require your establishment to be approved, please contact Orkney Islands Council for guidance.

Name of Food Business (Trading Name)		
Address of establishment (Or address at which moveable establishment is kept)		
Postcode		
Telephone Number		Mobile Number
E-mail		

Full Name of Food Business Operator		
Address of Food Business Operator (Home address)		
Postcode		
Telephone Number		Mobile Number
E-mail		

Type of Food Business (Please tick ALL the boxes that apply)			
<input type="checkbox"/> Catering	<input type="checkbox"/> Hospital/Residential Home/School	<input type="checkbox"/> Food Broker	
<input type="checkbox"/> Distribution/Warehousing	<input type="checkbox"/> Hotel/Pub/Guest House	<input type="checkbox"/> Importer	
<input type="checkbox"/> Farm Shop	<input type="checkbox"/> Private House used for food business	<input type="checkbox"/> Market	
<input type="checkbox"/> Food Manufacturing/processing	<input type="checkbox"/> Moveable Establishment e.g., ice cream van	<input type="checkbox"/> Market Stall	
<input type="checkbox"/> Restaurant/Cafe/Snack bar	<input type="checkbox"/> Staff restaurant/Canteen/Kitchen	<input type="checkbox"/> Packer	
<input type="checkbox"/> Retailer	<input type="checkbox"/> Seasonal Slaughter	<input type="checkbox"/> Shellfish Harvester	
<input type="checkbox"/> Takeaway	<input type="checkbox"/> Wholesale/Cash & Carry	<input type="checkbox"/> Other	

Type of Business				
<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Limited Company	<input type="checkbox"/> Partner	<input type="checkbox"/> Other	

If a Limited Company	
Limited Company Name	
Limited Company Number	
Registered Office Address	
Postcode	

Further Details				
Water Supply to Food Business	<input type="checkbox"/> Public (Mains)	<input type="checkbox"/> Private	<input type="checkbox"/> Sea Water	
Number of Vehicles Used	Registration(s)			
Number of Boats Used	Name(s)			
Type(s) of Shellfish Harvested				

If this is a New Business (Date you intend to open)		If this is a Seasonal Business (Period during which you intend to open each year)	
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Signature of Food Business Operator	
Print Name	
Date	

AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY CHANGES TO THE ACTIVITIES STATED ABOVE TO ORKNEY ISLANDS COUNCIL AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.

FLRS Group (For official use only)	<input type="checkbox"/> Group 1	<input type="checkbox"/> Group 2	<input type="checkbox"/> Group 3	
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PRIVACY NOTICE FOR THE APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

What we need

Orkney Islands Council and Food Standards Scotland (FSS) are Joint Data Controllers of the personal information you have provided to us when you registered your business with your Local Authority. The information we collect about you includes name, postal address, email address and telephone number.

Why we need it

- As Joint Data Controllers, we need to collect this information for the purposes of Food Law Enforcement
- Regulation (EC) No 2017/625 (assimilated law) on official controls performed to ensure the verification of compliance with Food Law, requires that Orkney Islands Council and FSS coordinate effectively in the field of environmental and health protection, carrying out their activities with a high level of transparency, making relevant information available to the public as soon as possible.
- Each Local Authority is required to maintain an up-to-date list of registered Food Business Establishments in its area and divulge this information for the purposes of ensuring public health and the effective enforcement of Food Law.
- The Food (Scotland) Act 2015 enables FSS to set performance standards, report on enforcement action by others and require relevant information from Orkney Islands Council.
- The Official Feed and Food Controls (Scotland) Regulations 2009, allows the exchange and provision of information by FSS and Orkney Islands Council for the execution and enforcement of relevant Food Law, and makes provision for Orkney Islands Council to provide FSS with Food Business information.
- Orkney Islands Council and FSS are required to fulfil the statutory obligations required by Regulation (EC) No 2017/625 (assimilated law), which places a requirement on Local Authorities and FSS to provide the information specified in that Article and to report to the European Commission.
- FSS maintains a national database that can be accessed by both Food Standards Scotland and the Local Authority to which the information pertains. The reporting toolset allows information to be strategically analysed, allowing both organisations to adhere to the principles of the Scottish Regulators' Strategic Code of Practice.
- We will only collect the data that we need as required by the above regulations and legislations, and not collect any personal information from you that we do not need.

What we do with it

The information collected will be retained by Orkney Islands Council and FSS for the duration of your business registration. In addition, if your business closes, or your registration details are otherwise amended then this information will continue to be retained for a maximum of six years following notification of the closure or the amendment of your registration details.

The information collected on your business relating to Food Law enforcement activity will be retained by Orkney Islands Council for a maximum of six years for Freedom of Information purposes. Food Standards Scotland collects food business information from Orkney Islands Council on a regular basis for the purposes of Food Law Enforcement. The same information will be retained by FSS for a maximum of 6 years, also for Freedom of Information purposes and the monitoring of enforcement action by Local Authorities.

Further information on Orkney Islands Council in relation to personal information can be found on our website at:

<http://www.orkney.gov.uk/Council/D/Data-Protection-Policy.htm>

We want to assure you that no third parties have access to your personal information unless the Law allows them to do so.

What we may also be required to do with it

The information may be shared with other Regulators in line with the principles of the Scottish Regulators Strategic Code of Practice for compliance and risk mitigation purposes. This is limited to circumstances where the law allows such sharing of information by regulators with common interests or activities and will not include personal information.

What are your rights?

You have a right to see the information we hold on you by making a request in writing to the email addresses below. If at any point you believe the information, we process on you is incorrect you can request to have it corrected. If you wish to raise a complaint on how we have handled your information, you can contact our Data Protection Officers who will investigate the matter. If you are not satisfied with our response or believe we are not processing your information in accordance with the law, you can complain to the Information Commissioner's Office (ICO).

If you need any further information please contact Orkney Islands Council Head of Legal Services at corporateservices@orkney.gov.uk, or Food Standards Scotland's Data Protection Officer at: dataprotection@fss.scot.