

# myfood24 privacy notice

## 1. Purpose of this notice

This notice tells you how your personal information will be collected and processed when you access this website.

## 2. General

This website is administered by Dietary Assessment Ltd and runs on servers located in Amsterdam and operated by DigitalOcean of New York. For information on what DigitalOcean records as a result of you using this website please refer to their legal information at <https://www.digitalocean.com/legal/terms/>.

## 3. myfood24 tool

This website hosts the myfood24 tool (the Data Processor), which is used by customers of Dietary Assessment Ltd to collect participant dietary information. Each customer has a designated researcher (the Data Controller) who manages a research project/study.

The researcher will have obtained consent (the legal basis of our processing) from the participant to collect their dietary information, how this information will be used will have been detailed in a Participant Information Sheet provided to the participant by the researcher. The researcher will also have received approval for their study from the relevant ethics committee of their respective institution or similar.

## 4. Automated collection of personal information

As with most other web servers, when you access these web pages certain information you provide will automatically be recorded. This will include your IP address, browser type, and information relating to the page you last visited. This information is processed to estimate how much usage of the server is made by different categories of users and in the event of a breach of security may be used to aid detection. In anonymised form this information may also be used to help us tailor and improve the myfood24 system.

## 5. Personal information which you provide to us

### Researcher

In order to create a project/study in myfood24 you will have provided the myfood24 team with your name and email address and consented to us holding your personal information.

### Participant

Please note: you are not under statutory or contractual obligations to provide personal data.

In order to have received a myfood24 invitation email and gained access to the myfood24 tool you will have provided the researcher with your name and email address and consented to us holding your personal information. All further information (age, sex, diet) is optional

although your use of the website and participation in the study may be limited without this information.

If you received an invitation but you had not consented to this please contact the researcher who originally contacted you, or if you are unable to contact them please use the contact information at the end of this privacy notice.

We may use your personal information to contact you regarding changes to this website while you are a participant in the study.

Where you supply comments/feedback from within myfood24 these will be anonymised and may be used by administrators to help to improve the myfood24 system.

We do not use your personal information for automated decision-making, including profiling.

## 6. Third-party access

Your personal information that you have provided will not be sent to other third-parties unless you are first notified and give your further consent.

## 7. Cookies

Cookies are small text files that are placed on your device by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Our website myfood24.org uses first party cookies which are set by our web server as opposed to a different web server. They are categorised as strictly necessary, which are essential to the operation of the website, and performance cookies which collect anonymous information about the usage of our website. By using our website you agree that we can place these types of cookies on your device.

We do not use cookies to collect personal information about you. Should you wish to restrict or block cookies which are set by our website you can do this through your browser settings. The 'help' function within your browser or the manual that comes with your device should tell you how. You may also wish to visit [www.aboutcookies.org](http://www.aboutcookies.org) which contains comprehensive information on how you can do this on a wide variety of browsers. Please be aware that restricting cookies may impact on the functionality of our website.

The table below explains the cookies we use and why:

<b>Cookie</b>	<b>Name</b>	<b>Purpose</b>	<b>Further information</b>
PHP session	PHPSESSID	This cookie stores a unique ID assigned by the web server. It is used to enable some site functionality to work properly.	<a href="#">PHP information</a>

## **8. Opting out (withdrawing consent)**

If you no longer wish to participate in the study you may opt out by contacting the researcher in charge of the project/study or by choosing the relevant option in this website (located at the bottom of the help section). You may opt out but allow your personal information provided to date to remain in the system and still be used in the study or you may opt out and request that your information is not used in the study. Opting out from a study will mean you will not receive any further contact from myfood24 regarding that study.

## **9. Changes to this notice**

This notice and therefore the ways in which your personal information may be processed can be changed from time to time. Any changes will only be notified via this web page.

## **10. Your rights as a data subject**

Under the General Data Protection Act you have the right to:

- withdraw consent
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- be forgotten, that is your details to be removed from systems that we use to process your personal data;
- restrict the processing in certain ways (we are permitted to store the personal data, but not use it);
- obtain a copy of your data in a commonly used electronic form; and
- object to certain processing of your personal data by us:
  - processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority
  - direct marketing
  - processing for purposes of scientific/historical research and statistics(Please note: the legal basis of our processing is through obtaining consent)

Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the Data Protection Officer for further information.

You have a right to complain to the following supervisory authorities about the way in which we process your personal data:

[http://ec.europa.eu/newsroom/article29/document.cfm?action=display&doc\\_id=50061](http://ec.europa.eu/newsroom/article29/document.cfm?action=display&doc_id=50061)

## **11. Retention periods**

### **Researcher**

On expiry of your licence to use myfood24, your account will be made inactive, but your name, email address and work organisation will be kept indefinitely (for audit purposes only).

You are responsible for the deletion of participant name and email address on completion of the project/study and before the expiry of your licence (when access to the myfood24 tool will cease). In any event, the participant personally identifiable data will be deleted by the myfood24 system a minimum of six years and then as long as reasonable after the expiry of your licence.

## **Participant**

The researcher is responsible for the deletion of participant name, email address and dietary data on completion of the project/study and before the expiry of their licence to use myfood24. In any event, all personally identifiable data will be deleted by myfood24 a minimum six years after the expiry of the researcher's licence and then as long as reasonable.

## **12. Further information and Contact**

If you have any queries relating to this privacy notice or the way your personal information is being processed through this website then please contact the researcher who originally granted you access to this website, or if you are unable to contact them please contact our data protection office: [dataprotection@myfood24.org](mailto:dataprotection@myfood24.org)

Our general enquiry email is: [enquiries@myfood24.org](mailto:enquiries@myfood24.org).

Our postal address is: Dietary Assessment Ltd.  
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