

# REAL BCS Data Sharing Policy

Version 1

This document sets out information about technical data that Renewable Energy Assurance Limited (REAL) holds through the administration of the Biofertiliser Certification Scheme (BCS) and how this data may be used and shared. BCS participants are the anaerobic digester producers partaking in the scheme and producing *quality digestate*.

The term 'data sharing' within the context of this document is intended to be the supply of BCS data to third parties, at REAL's discretion.

To read about the personal data we hold about individuals, please read our Privacy Policy available on our website: <https://www.biofertiliser.org.uk/privacy>.

## 1. The Biofertiliser Certification Scheme

The BCS provides assurance to consumers, farmers, food producers and retailers that quality digestate produced from anaerobic digestion is safe for human, animal and plant health. You can find full details about the BCS at <https://www.biofertiliser.org.uk/>.

## 2. The technical data we hold

REAL collects and retains technical data through our role as the BCS administrator. Since January 2020, within our online database, we collate and manage data related to all anaerobic digestion processes registered on the BCS. The database includes technical information about certified processes (input material types, process types, annual input tonnages of input materials) and information about certified digestate outputs and associated tonnages.

All technical data we hold have been provided to us by the Certification Bodies or Approved Laboratories. The BCS Scheme Rules set requirements which include the supply of technical data to Certification Bodies and REAL. When BCS participants sign the Certification Bodies' agreements, they confirm that all the terms and conditions and requirements specified in the BCS Scheme Rules have been read and agreed to.

## 3. How we use technical data

REAL holds data for the following purposes: reporting to the industry, listing products certified under the BCS on the website, calculating fees applicable to BCS Participation, and understanding the BCS's contribution to organics recycling in the UK.

The BCS Annual Report provides the industry with information on the estimated quantity, in tonnes, of biodegradable materials and/or biowaste recycled through anaerobic digestion and the estimated quantity, in tonnes, of certified digestate produced annually.

REAL may publish statistical reports which draw upon aggregated BCS data. These reports will be shared with BCS participants and stakeholders and may be shared with the wider organics recycling industry as publicly available reports.

We may use anonymised, aggregated test result data to inform government policy relating to the production of digestate in the UK.

REAL stores PAS 110 test results, which are generated for certification purposes, in our online database. The collection of test results in our database contributes to the robustness of the BCS. These test results are accessible to the Certification Bodies all year round.

#### **4. The conditions for sharing data**

REAL may share anonymised, aggregated technical data with third parties following the assessment of a data request via our data request form, found in annex A. If we determine that the purpose for which the data is to be used is valid, we will share the data subject to the conditions described in sections a to d below.

Data will not be traceable back to individual BCS applicants or BCS Participants. REAL will remove personal and company data (organisation name, address, phone number etc.) in all cases when data is shared. REAL will remove any reference to the anaerobic digestion process number or sample that can be traced back to the company and a random ID will be allocated for each process. Data will always be shared in excel or CSV format. We will not share test results in pdf format, as this format may contain specific company and/or personal data.

##### **a. Data sharing requests**

When REAL is contacted with a request to share technical data, we will ask the applicant to provide a brief proposal on how they wish to use the data via the data request form in Annex A. This form asks for the objectives for using the data, the type of data being requested, and the start and end times for using the data. This will form the basis of a Data Sharing Agreement (Section c), which the applicant will be required to sign.

##### **b. Charges for processing and sharing data**

It is important that the data is prepared in such a way that individuals or parties using the dataset have a clear understanding of what the data means, so that it can be used appropriately. Processing the data may involve extracting specific data from a large dataset and identifying the appropriate data in line with the request. This preparation may require time and resource for data processing.

In most cases, REAL will charge for the processing of data to be shared. However, data requests will be considered for a charge exemption. The charge will be based on the number

of hours spent by REAL personnel in processing the data and may include additional costs associated with programming if necessary. REAL will seek to ensure that the data shared is representative and the costs are appropriate. We will provide a quote of the likely costs before a Data Sharing Agreement is signed.

### **c. Data Sharing Agreements**

To ensure that technical data provided by REAL is used appropriately, REAL may devise a Data Sharing Agreement that indicates the conditions for use. The agreement may specify limitations on the use of the data and conditions around applicants publishing analysed data.

If a Data Sharing Agreement is put in place, the recipient of the data must sign it and consent to meet the conditions of use. This is to ensure that the recipient takes responsibility for using the data in the terms agreed by REAL, and to prevent the misuse of data.

If the data is not used according to the conditions for use specified in the Data Sharing Agreement, REAL will take appropriate action as set out in the agreement. REAL takes these matters very seriously and does not condone data misuse

### **d. Conditions for rejecting data requests**

If REAL has doubts over the validity of the purpose for which the data requested will be used, this will be discussed with the applicant. If we identify any potential issues on receipt of the request and these cannot be resolved, REAL will refuse the request in writing. The applicant may submit a further data sharing request in the future. In such a case, REAL will consider and assess it as new.

REAL will assess each proposal based on the nature of purpose for which the data is to be used on a case by case basis.

## **5. Protecting our data**

The BCS website and the BCS database are protected and have a high level of security. We are committed to ensuring that BCS data is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

## **6. Transferring our data**

We will not transfer data outside the European Economic Area (EEA) under any circumstances. However, due to the global nature of the internet, holding technical data online may result in it being processed outside the EEA. If this were to be the case, the data will always be held securely and in line with the requirements of UK data protection legislation.

## **7. How you will know if we decide to change this Data Sharing Policy**

Should we decide to change this policy in any way, we will add a notice to our website to inform you of the changes and what their significance could be for you.

We will also make this information available in all communications we send to individuals who may be affected.

The date on which this Data Sharing Policy statement was adopted is 10 June 2020  
Additionally, there is a Version Control number at the start of the document so that amendments (with dates) can be easily traced.



## ANNEX A - REAL DATA REQUEST FORM

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Company  
Name: \_\_\_\_\_

Company  
Address: \_\_\_\_\_

Phone  
Number: \_\_\_\_\_

Email  
Address: \_\_\_\_\_

What dataset do you require?

What will the data be used for?

Deadline for receiving data:

Start and end times for using the data:

Please email this request form to: [info@realschemes.org.uk](mailto:info@realschemes.org.uk)