



**GLOBALG.A.P.**

**GLOBALG.A.P.**

**Data Access Rules**

ENGLISH VERSION 3.4

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## 1 INTRODUCTION

FoodPLUS GmbH/GLOBALG.A.P. Secretariat offers customers various services for managing the certification and inspection/audit process. This requires data to be collected and processed. According to our data protection policy we commit to strict requirements for processing personal data and ensure compliance with the national and international data protection laws, in particular the General Data Protection Regulation (GDPR). Further information on how we process personal data may be found in our privacy policy [https://www.globalgap.org/uk\\_en/Privacy-Policy](https://www.globalgap.org/uk_en/Privacy-Policy).

Among other things, personal data is collected to allow the GLOBALG.A.P. Secretariat to contact producers/companies e.g., in case of food crises, complaints, or audits in the framework of the GLOBALG.A.P. Integrity Program.

This document describes the default minimum data access settings of each the following standards and add-ons independent of their versions:

- GLOBALG.A.P. Integrated Farm Assurance (IFA) standard
- GLOBALG.A.P. Crops for Processing (CfP) standard
- GLOBALG.A.P. Harmonized Produce Safety Standard (HPSS)
- GLOBALG.A.P. Produce Safety Standard (PSS)
- GLOBALG.A.P. Produce Safety Assurance standard
- GLOBALG.A.P. benchmarked schemes and checklists – equivalent and resembling
- GLOBALG.A.P. Chain of Custody (CoC) standard
- GLOBALG.A.P. Compound Feed Manufacturing (CFM) standard
- GLOBALG.A.P. Produce Handling Assurance (PHA) standard
- GLOBALG.A.P. Risk Assessment on Social Practice (GRASP) add-on

It details for each standard what information is published in the GLOBALG.A.P. database (<https://database.globalgap.org/>) and visible to the different data access groups as defined below.

Data access rules for any other standards (e.g., Primary Farm Assurance standard) and add-ons (other than GRASP) are detailed in their specific normative documents. However, the definitions in this document are applicable for all GLOBALG.A.P. standards and add-ons.

By participating in the respective standard/add-on, the producer/company/operation grants access to the producer/company/operation data as well as product and certification data as displayed in the respective tables.

At any time, producers (this term also includes producer groups) as well as producer group members and companies/operations whose data is registered may release more data to the different data access groups via the certification body (verification body). However, where a standard or an add-on as such is not visible to the public it is not possible to release any data to the public. Furthermore, extended data access rights can be assigned by the producer/company/operation to individually registered companies with a personalized GLOBALG.A.P. database account (e.g., retailers).

## 2 DEFINITIONS

### 2.1 DATA ACCESS GROUPS

Several users such as producers, certification bodies (CBs), retailers, suppliers, etc. have access to the GLOBALG.A.P. database located at <https://database.globalgap.org>.

Access rights to the data stored in the database depend on the data access group to which the user belongs. A user may belong to more than one data access group.

The following data access groups exist:

- GLOBALG.A.P. Secretariat (chapter 2.1.1)
- Certification body/verification body (chapter 2.1.2)

- Market participant (chapter 2.1.3)
- Observer (chapter 2.1.4)
- Public (chapter 2.1.5)

Except for the data access group “public” the users have a personalized account with personalized login credentials.

### **2.1.1 Data Access Group: GLOBALG.A.P. Secretariat**

This group represents individuals in the GLOBALG.A.P. Secretariat with access to the data registered in the GLOBALG.A.P. database. Only GLOBALG.A.P. staff who have signed a confidentiality agreement will be assigned to this data access group.

GLOBALG.A.P. Secretariat has access to all data filed in the GLOBALG.A.P. database.

### **2.1.2 Data Access Group: Certification Body/Verification Body**

This group represents all certification bodies (accredited third-party inspection and certification bodies) and verification bodies (non-accredited, first- or second-party inspection bodies), who have extended data access rights for their own clients. Certification and verification body administrators are allowed to not only read, but also enter data into the GLOBALG.A.P. database for their clients.

Where a producer does not have any products in an active status (see definition below), any certification body, when having the GGN, is able to transfer the producer to the own certification body and thereby gain access to the producer data registered in the GLOBALG.A.P. database as well as to product data (certification history).

### **2.1.3 Data Access Group: Market Participant**

This group represents companies or individuals who trade with the certified/registered product. To become a market participant, the company/individual shall subscribe for the GLOBALG.A.P. bookmarking. A list of all database users which have the status “market participant” is publicly accessible under <https://database.globalgap.org/>.

### **2.1.4 Data Access Group: Observer**

Some standards and add-ons are only visible to specific observers (e.g., the owner of an add-on), but not to the public. Observers have specific, extended access rights to the data. It is defined for each of the applicable standards or add-ons who belongs to that data access group.

### **2.1.5 Data Access Group: Public**

Any user of the GLOBALG.A.P. database without a personalized account is considered a “public user” and granted public access rights.

## 2.2 TYPES OF DATA AND DATA RELEASE

### 2.2.1 Standard Data/Standard Visibility

Standard data/standard visibility covers the general visibility of the respective standard or add-on in the GLOBALG.A.P. database to the defined data access groups. These settings cannot be modified.

### 2.2.2 Producer/Company/Operation Data

Producer/company/operation data covers all producer/company/operation related data described in the current version of the normative documents of the respective standard or add-on (e.g., GLOBALG.A.P. general regulations, specific add-on rules). Examples of producer data are the company name and address.

Any producer/company/operation data to which observers, market participants, and/or the public have access as indicated in the tables detailing the access rights for the respective standard/add-on is only visible to these data access groups if at least one product is in an active status (see definition below) for the respective producer/company/operation.

### 2.2.3 Product and Certification Data

Product and certification data cover all product related data described in the current version of the normative documents of the respective standard or add-on (e.g., GLOBALG.A.P. general regulations, specific add-on rules). Examples of product data are the certification option and the quantity.

Furthermore, all certification/assessment related data is covered, e.g., the validity of the certificate/assessment and the GLOBALG.A.P. certificate number.

All data to which observers, market participants, and/or the public have access as indicated in the tables detailing the access rights for the respective standard/add-on is only visible to these data access groups for the respective producer/company/operation.

## 2.3 FURTHER DEFINITIONS

### 2.3.1 Active Status of a Product

A product that has one of the following statuses in the GLOBALG.A.P. database: accepted, certified, assessed, open non-conformance, suspended, self-declared suspension.

The active status may refer to a current certification cycle, but also to the next certification cycle provided that it has already been created in the GLOBALG.A.P. database.

### 2.3.2 Data Partners

GLOBALG.A.P. registers and licenses data partners. Data partners make the data stored in the GLOBALG.A.P. database available to data access groups that are entitled to access such data in accordance with these data access rules. All data partners must strictly adhere to these data access rules and the GLOBALG.A.P. privacy policy.

### 2.3.3 Audit Online Hub

The Audit Online Hub serves as a storage location for “Inspection/audit result” (part of “Product and Certification Data”) for certain standards. Inspection/audit results (checklists) are uploaded in the Audit Online Hub (<https://audit.globalgap.org/>) and cached in the GLOBALG.A.P. database. The inspection/audit results are available and visible as defined in the data access rights (see chapter 3.3).

### 3 GENERIC GLOBALG.A.P. DATA ACCESS RULES

The generic GLOBALG.A.P. data access rules are applicable for the following standards:

- GLOBALG.A.P. Integrated Farm Assurance (IFA) standard
- GLOBALG.A.P. Crops for Processing (CfP) standard
- GLOBALG.A.P. Harmonized Produce Safety Standard (HPSS)
- GLOBALG.A.P. Produce Safety Standard (PSS)
- GLOBALG.A.P. Produce Safety Assurance standard
- GLOBALG.A.P. benchmarked schemes and checklists – equivalent and resembling
- GLOBALG.A.P. Chain of Custody (CoC) standard
- GLOBALG.A.P. Compound Feed Manufacturing (CFM) standard
- GLOBALG.A.P. Produce Handling Assurance (PHA) standard

#### 3.1 STANDARD DATA/STANDARD VISIBILITY

	Data Access Groups			
	GLOBALG.A.P. Secretariat	Certification Body	Market Participant	Public
<b>Standard</b>	x	x	x	x

x = marks that this data is visible to users assigned to the respective data access group (made available either by GLOBALG.A.P. itself or by one of its data partners)

#### 3.2 PRODUCER/COMPANY/OPERATION DATA

	Data Access Groups			
	GLOBALG.A.P. Secretariat	Certification Body	Market Participant	Public
<b>Company (producer/operation)</b>				
Company name	x	x	x <sup>8)</sup>	x <sup>8)</sup>
Company address <sup>1)</sup>	x	x	x <sup>8)</sup>	
Company city	x	x	x <sup>8)</sup>	x <sup>8)</sup>
Company country	x	x	x	x

	Data Access Groups			
	GLOBALG.A.P. Secretariat	Certification Body	Market Participant	Public
Company contact information <sup>2)</sup>	x	x		
Company website (if available)	x	x		
GGN/CoC Number/GLN/PHA-N <sup>3)</sup>	x	x	x	x
Previous GGN/CoC Number	x	x	x	x
Legal registration per country	x	x		
Location <sup>4)</sup>	x	x		
CB registration number <sup>5)</sup>	x	x	x	x
<b>Contact person (responsible for legal entity)</b>				
Contact name <sup>6)</sup>	x	x		
Contact information <sup>2)</sup>	x	x		
<b>PHU/site information</b>				
Name of product handling unit (PHU)/site	x	x	x <sup>8)</sup>	
PHU/site address <sup>7)</sup>	x	x	x <sup>8)</sup>	
PHU/site contact information <sup>2)</sup>	x	x		
Sub-GLN(s)	x	x	x	x
Location <sup>4)</sup>	x	x		
Products per PHU/site	x	x		

x = marks that this data is visible to users assigned to the respective data access group (made available either by GLOBALG.A.P. itself or by one of its data partners)

#### Notes

- 1) Company address includes: street address (or information available to describe the producer/company/operation location), postal address, postal code, state/province
- 2) Contact information includes (if available): phone number, fax number, e-mail address
- 3) PHA-N: GLOBALG.A.P. Number for PHA standard registered operations
- 4) Location includes: Northern/Southern latitude + Western/Eastern longitude
- 5) Number assigned by the certification body (CB) to the producer/company/operation
- 6) Contact name includes: Title, first name, and last name
- 7) PHU/site contact address includes: street address (or information available to describe the PHU/site location), postal address, postal code, city, and country
- 8) Data is visible for Option 1 and 3 producers. Where the standard allows group certification, data is visible as well for Option 2 and 4 producer groups (certificate holder), but not visible by default for producer group members. Producer group member data is only visible to the respective data access group when access has been granted by the producer member.



### 3.3 PRODUCT AND CERTIFICATION DATA

#### 3.3.1 Product and Certification Data for IFA, CfP, HPSS, PSS, Produce Safety Assurance Standard and Benchmarked Schemes/Checklists

Where product data is not relevant to a benchmarked scheme, this data is not displayed at all for the respective scheme (e.g., parallel production and/or parallel ownership).

	Data Access Groups			
	GLOBALG.A.P. Secretariat	Certification Body	Market Participant	Public
Product	x	x	x	x
Product status	x	x	x	x
Standard version	x	x	x	x
Certification option including multisite information	x	x	x	x
For producer groups: number of producer group members	x	x	x	x
Certificate validity date	x	x	x	x
Certification body	x	x	x	x
GLOBALG.A.P. certificate number	x	x	x	x
Participation Unannounced Reward Program	x	x	x	x
Countries of destination	x	x	x	x
Quantity data <sup>1)</sup>	x	x	x	
Parallel production and/or ownership	x	x	x	x
Assessment conducted remotely	x	x	x	x
For crops: harvest included	x	x	x	x
For crops: product handling	x	x	x	x
For aquaculture: growth stage(s) covered by certification	x	x	x	x
For aquaculture: broodstock/seedlings (ova)/seedlings (juvenile) additionally purchased	x	x	x	x
For aquaculture: post-harvest activity	x	x	x	x
For aquaculture: availability GFSI (Global Food Safety Initiative) certificate	x	x	x	x
For aquaculture: feed supply	x	x	x	x
For aquaculture: GRASP overall assessment result <sup>2)</sup>	x	x	x	x
Certification data <sup>3)</sup>	x	x	x	x
Inspection/audit result <sup>4)</sup>	x	x		

x = marks that this data is visible to users assigned to the respective data access group (made available either by GLOBALG.A.P. itself or by one of its data partners)



## Notes

- 1) For crops: production surface  
For livestock: production in tons live weight  
For aquaculture: production in tons live weight for farmed fish, number of estimated organisms for in-house broodstock and seedlings (ova/juvenile)
- 2) Possible results: fully compliant, improvements needed, not compliant but some steps taken, not compliant, not applicable
- 3) Data includes “valid from” date of the certificate and date of certification decision, not applicable for CfP standard
- 4) Inspection/audit report details linked to the assessment including date of assessment, checklist, and non-conformances/non-compliances.

### 3.3.2 Product and Certification Data for CoC and CFM Standard

	Data Access Groups			
	GLOBALG.A.P. Secretariat	Certification Body	Market Participant	Public
Product/for CoC: sub-scope	x	x	x	x
Product status	x	x	x	x
Standard version	x	x	x	x
Certification option including multisite information	x	x	x	x
Certificate validity date	x	x	x	x
Certification body	x	x	x	x
GLOBALG.A.P. certificate number	x	x	x	x
For CFM: Participation Unannounced Reward Program	x	x	x	x
Countries of destination	x	x	x	x
Quantity data <sup>1)</sup>	x	x	x	
Assessment conducted remotely	x	x	x	x
For CFM: parallel ownership	x	x	x	x
For CoC: product labelling done?	x	x	x	x
For CoC: availability GFSI recognized certification	x	x	x	x
For CoC: GGN label logo license holder?	x	x	x	x
For CoC: supply chain or retail/restaurant	x	x	x	x
Certification data <sup>2)</sup>	x	x	x	x
Inspection/audit result <sup>3)</sup>	x	x		

x = marks that this data is visible to users assigned to the respective data access group (made available either by GLOBALG.A.P. itself or by one of its data partners)

### Notes

- 1) Amount in tons
- 2) Data includes “valid from” date of the certificate and date of certification decision
- 3) Inspection/audit report details linked to the assessment including date of assessment, checklist, and non-conformances/non-compliances

### 3.3.3 Product and Certification Data for PHA Standard

	Data Access Groups			
	GLOBALG.A.P. Secretariat	Certification Body	Market Participant	Public
Product	X	X	X	X
Product status	X	X	X	X
Standard version <sup>1)</sup>	X	X	X	X
Certification option including multisite information	X	X	X	X
Certificate validity date	X	X	X	X
Certification body	X	X	X	X
GLOBALG.A.P. certificate number	X	X	X	X
Countries of destination	X	X	X	X
Quantity data <sup>2)</sup>	X	X		
Operation scope <sup>3)</sup>	X	X	X	X
Covered by Produce Safety Rule (PSR) and/or covered by Preventive Controls for Human Food (PCHF)	X	X	X	X
Observation product during audit	X	X	X	X
Audit result <sup>4)</sup>	X	X		

x = marks that this data is visible to users assigned to the respective data access group (made available either by GLOBALG.A.P. itself or by one of its data partners)

### Notes

- 1) Includes type of operation as well (enclosed operation or open shed operation)
- 2) Number of production lines/types and number of registered sites
- 3) Packing house, pre-processing, cooling/cold storage, and/or storage/distribution
- 4) Documents linked to the audit including final audit report/checklist and non-conformances/non-compliances, corrective action report, and the certificate issued by the certification body

#### **4 DATA ACCESS RULES FOR GLOBALG.A.P. RISK ASSESSMENT ON SOCIAL PRACTICE (GRASP)**

Definition of GRASP observer groups:

**GRASP observer:** Trading companies that belong to the “market participant” data access group, have a GLOBALG.A.P. bookmarking account, and have access to the GLOBALG.A.P. database as GRASP observers.

**GRASP status observer:** Traders and trader-producers that, due to their business activities and their role in the supply chain, need information on the GRASP status of their suppliers (producers).

Traders and trader-producers are defined as follows:

- Trader-producers: Producers who act also as traders. These producers may need to verify the GRASP status of their suppliers to be able to comply with the requirements of their buyers.
- Traders: Companies or individuals who trade products and may need to verify the GRASP status of their suppliers.

	Data Access Groups				
	GLOBALG.A.P. Secretariat	Certification Body	GRASP Observer	GRASP Status Observer	Public
Standard visibility – GRASP add-on	x	x	x	x	x

x = marks that this standard is visible to users assigned to the respective data access group (made available either by GLOBALG.A.P. itself or by one of its data partners)

#### **4.1 PRODUCER/COMPANY/OPERATION DATA**

Producer/company/operation data is displayed to the GRASP observer according to the data access rights of market participants for the GLOBALG.A.P. primary production certificate (e.g., IFA or equivalent benchmarked scheme/checklist) to which the GRASP assessment is linked (see chapter 3.1).

## 4.2 PRODUCT DATA

	Data Access Groups				
	GLOBALG.A.P. Secretariat	Certification Body	GRASP Observer	GRASP Status Observer	Public
For producer groups: product	x	x	x	x	x
Assessment status	x	x	x	x	x
Standard version	x	x	x	x	x
Overall assessment result	x	x	x	x	
Assessment option	x	x	x	x	x
For producer groups: Number of GRASP producer group members and total number of producer group members linked to the producer group	x	x	x	x	x
Certification body	x	x	x	x	x
GRASP assessment number	x	x	x	x	x
Quantity data <sup>1)</sup>	x	x	x		
Assessment conducted remotely	x	x	x	x	x
Product handling	x	x	x	x	x
Checklist result including assessment data <sup>2)</sup>	x	x	x		

x = marks that this data is visible to users assigned to the respective data access group (made available either by GLOBALG.A.P. itself or by one of its data partners)

### Notes

<sup>1)</sup> Number of GRASP employees

<sup>2)</sup> Assessment report details (checklist) linked to the assessment as well as date of assessment, date of upload of assessment report to GLOBALG.A.P. database, and validity of the assessment

## **VERSION/EDITION UPDATE REGISTER**

<b>New Document</b>	<b>Replaced Document</b>	<b>Date of Publication</b>	<b>Description of Modifications</b>
191206_Data_Access_Rules_V_3_2_en	190515_Data_Access_Rules_V_3_1_en	6 December 2019	<p>Chapters 1, 3, 3.2.1 – Produce Safety Standard and Produce Safety Assurance standard included</p> <p>3.2.1 note 4) – “date of assessment” added</p> <p>3.2.2 – CoC – Text for product data modified and two new product data added</p> <p>3.2.2 note 3) – “date of assessment” added</p>
200519_Data_Access_Rules_V_3_3_en	191206_Data_Access_Rules_V_3_2_en	19 May 2020	<p>1 – Reference to German laws replaced by reference to the GDPR</p> <p>2.1.2 – editorial changes</p> <p>2.3.2 – “Data Partners” added</p> <p>3 and 3.1 – text revised with regard to visibility of “Standards”</p> <p>3.3.1 and 3.3.2 “Assessment conducted remotely” added</p> <p>4 – GRASP status observer added</p> <p>4.2 “Assessment conducted remotely” added</p>
210511_Data_Access_Rules_V_3_4_en	200519_Data_Access_Rules_V_3_3_en	8 April 2021	<p>2.3.3 Audit Online Hub chapter added</p> <p>4 Visibility of GRASP changed (to public)</p>

If you want to receive more information on the modifications in this document, please contact the GLOBALG.A.P. Secretariat at [translation\\_support@globalgap.org](mailto:translation_support@globalgap.org).