**TERMS AND CONDITIONS OF APPOINTMENT- CERTIFICATION SUPPORT OFFICER (CSO)**

**Detailed Terms and Conditions apply and include:**

* NI CSOs who are authorised by DAERA are required to work under the direction and supervision of a DAERA authorised Certifying Officer who is an authorised Private Veterinary Practitioner (aPVP) working in Northern Ireland or an Environmental Health Officer who is a Food Competent Certifying Officer (FCCO) in a local authority in Northern Ireland.
* Authorisation is valid for a period of 3 years from the date of obtaining the CSO certificate. If the CSO does not revalidate before the expiry of that 3 year period then authorisation will expire. For more information on revalidation go to [Improve International CSO revalidation](https://www.improve-ahp.com/about/revalidation.php)
* A CSO cannot carry out any work or verification in relation to live animal or germplasm export certification.
* A CSO should ensure that the CO they are working under has the appropriate level of professional indemnity insurance to cover their CSO activities.
* Satisfactory completion of any relevant training courses, in order to maintain, or revalidate, CSO authorisation status.
* Responsibility for maintaining up to date knowledge by reading instructions and circulars available on the [DAERA CSO webpage](https://www.daera-ni.gov.uk/publications/certification-support-officer) relating to the CSO functions and duties to be performed.
* Responsibility for the security and proper use of personal official stamps issued to the CSO.
* Requirement to return official stamps or provide a declaration of destruction when requested.
* Obligation to co-operate with DAERA`s Compliance and Monitoring Programme.
* Obligations of confidentiality and security of all information obtained whilst carrying out CSO duties. Unlawful disclosure of protected data unless authorised under sections of the UK General Data protection Regulations 2016 (UK GDPR) are grounds for suspension or revocation of authorisation. Overall responsibility lies with the CO to supervise and ensure compliance with UK GDPR, please see [General Data Protection Regulation 2016](https://www.daera-ni.gov.uk/publications/data-protection-act-right-access-your-personal-data)

Use of CSO official authorisation will assume compliance with current terms and conditions. DAERA reserves the right to suspend or revoke authorisation.

All changes to personal details must be updated on **Improve International** personal login, including if no longer working under the nominated CO or change nominated CO.

If a CSO ceases duties in NI, including relocating as a CSO to GB, then in addition to updating the personal details on the Improve International personal login, a CSO must also inform DAERA by email

[*DAERATradeExports@daera-ni.gov.uk*](mailto:DAERATradeExports@daera-ni.gov.uk) and return the personal official stamp to DAERA.

**DISCLAIMER:**

DAERA will not be held responsible for the actions taken by CSOs carrying out their duties on behalf of a CO. It is the responsibility of the CO under whose direction the CSO is acting to ensure proper execution of CSO activities and adherence to the terms and conditions of authorisation. Any queries in relation to terms and conditions email: [*DAERATradeExports@daera-ni.gov.uk*](mailto:DAERATradeExports@daera-ni.gov.uk)