



D&S IFCA Privacy Policy

November 2017

D&S IFCA Policy Documentation

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1. Introduction and an overview of the Authority

This privacy statement (policy) only relates to the Devon Inshore Fisheries and Conservation Authority (D&S IFCA). In regards to the Data Protection Act 1998, D&S IFCA is the data controller. In order for stakeholders to understand what type of personal information D&S IFCA collects and uses, an overview of the Authority, its functions and main duties is provided. The vision of the Authority is:

“D&S IFCA will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry”

The Marine and Coastal Access Act 2009 (MaCAA) introduced a new framework for managing the marine environment and providing greater access to it. Sea fisheries Committees were replaced by Inshore Fisheries and Conservation Authorities (IFCAs). MaCAA details how the IFCAs have been established. Main duties are defined along with their membership and proceedings.

The D&S IFCA is the largest of the ten separate IFCA districts and has two separate coastlines. The area of the district is 4522km² and is defined in the Statutory Instrument (2010 No. 2212)¹. The D&S IFCA District includes the areas of Devon, Somerset, Gloucestershire County Councils; Bristol City and Plymouth City Councils; North Somerset and South Gloucestershire Councils and all adjacent waters out to six nautical miles offshore or the median line with Wales.

- The D&SIFCA must manage the exploitation of sea fisheries resources in its district
- The D&SIFCA must seek to ensure that the conservation objectives of any Marine Conservation Zone in the district are furthered

In meeting the main duties specified in MaCAA, the work of D&S IFCA is basically divided into two key areas –

Enforcement work and research work.

A significant amount of the information generated by D&S IFCA is relevant to either one of these two work streams. Research and survey work informs evidence bases subsequently used to manage fishing activities via the introduction of local management measures that can include legislation (Byelaws).

¹ The Devon and Severn Inshore Fisheries and Conservation Authority Order 2010

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2. Different information that D&SIFCA collects and uses

In completing its duties and functions, D&S IFCA collects stores and uses a range of information that does include some personal data. D&S IFCA has adopted some principles for data collection and use of the information as follows:

When collecting personal information, D&S IFCA will;

- Use clear, straightforward language, in plain English;
- Adopt a simple style that our audience will find easy to understand;
- Not assume that everybody has the same level of understanding as we do;
- Avoid confusing terminology or legalistic language;
- Make sure information it is consistent with house style of writing and the approach that people expect;
- D&S IFCA will provide easy access so stakeholders can read our privacy notices, understand them and trust our handling of their information;
- D&S IFCA will not offer choices that are counter-intuitive or misleading;
- Ensure our privacy notices are applied in a consistent manner and make updates to them all when needed.
- The D&S IFCA does not make unsolicited phone calls

Collected personal information has been categorised with basic examples of type and use. More detail information about all aspects of how D&S IFCA manages different aspects of Data Protection is detailed within the D&S IFCA overarching Data Protection Policy. A series of standards have been developed that link to that policy.

Information required processing the issue of permits

Names, addresses, contact telephone and e mail

- To provide a data base of contact information so D&S IFCA can directly contact stakeholders with changes to permit conditions and other potential changes to management.
- To identify contact details required for non-compliance and/or other issues

Information used for investigation work associated with non-compliance

Witness statements, previous case files

- To be used in investigation work relating to non-compliance
- To establish history of previous offences and “attitude testing” for D&S IFCA’s prosecuting solicitor

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- To determine character and safeguard enforcement officers when performing inspections or planning evidence led targeted enforcement work
- Personal data for case file work is sent (via secure e-mail) to the Authority's prosecuting solicitor

Byelaw consultation

During the development of byelaws (or voluntary codes of conduct), D&S IFCA contacts and requests various information from stakeholders that may be impacted from the implementation of new management measures. This can include financial information relating to levels of income generated by fishers exploiting fisheries within the District. Information of this kind is used to develop the mandatory Impact Assessments that accompany the development of new Byelaws. Information that is collected is also used in Byelaw development reports. All personal data will be anonymised and summarised for insertion into development reports. Personal data will not be held for longer than necessary. We may disclose your information if required by law.

Research work

D&S IFCA conducts research work. The research work helps to inform the management of fishing activities. Monitoring and control plans provide D&SIFCA with a range of information and can include the following:

- Locations of fishing activity
- Levels of fishing activity
- Catch returns
- Income generated from sales

Intelligence led enforcement and information reports

D&S IFCA contributes to a national model of information and intelligence collection. Intelligence reports inform D&S IFCA and are used to plan targeted enforcement activity. Suspicious activity is collated by officers or passed to officers. Intelligence reporting includes both anonymised and non-anonymised and information.

D&S IFCA has an "Intelligence Officer" that collates information and circulates information to partner organisations. Password protection on files and a secure e mail are used to protect information and sources of information.

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3. Access to the information

D&SIFCA attempts to be as open and transparent as possible in terms of providing people access to their personal information.

Officers of D&S IFCA collect and collate data that is provided. A list of current D&S IFCA employees is presented within the D&S IFCA Annual plan that is displayed on the Authority's website.

Sensitive information such as personal details or details relating to the finances of individuals is not presented in reports that are circulated to a general audience.

You can ask to see a copy of the information we hold about you. We will:

- explain why we are holding it
- Tell you about its source and who it may be disclosed to
- let you have a copy of it
- Exemptions may apply to some or all of the information

To make a request for personal information, please contact: Data Protection Officer, Devon and Severn Inshore Fisheries and Conservation Authority, Brixham Laboratory, Freshwater Quarry, Brixham.

office@devonandsevernifca.gov.uk

4. Changes to this privacy policy

If this privacy policy changes in any way, an updated version will be placed on the D&S IFCA website. A regularly review ensures that stakeholders are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties. In all circumstances this Privacy Policy will be reviewed annually.