

# CORNWALL INSHORE FISHERIES AND CONSERVATION AUTHORITY

## PRIVACY POLICY

### **Introduction – explanation of privacy and the policy**

We, Cornwall Inshore Fisheries and Conservation Authority (Cornwall IFCA), are committed to protecting and respecting your privacy. We are registered with the Information Commissioners Office and our registration number is Z1508546.

This Privacy Policy (together with our Under 18 Policy) sets out the basis upon which any personal data we collect from you, or that which you provide to us, will be processed by us, in accordance with the General Data Protection Guidelines 2016 (the Act).

### **What information we collect**

We may collect and process the following types of information provided by you:

- Name;
- Address;
- Email addresses;
- Telephone number;
- Employment history;
- Any other data as notified to you from time to time

together with Personal Data.

### **Sensitive Personal Data**

Sensitive Personal Data we may collect could include:

- Physical or medical information;
- Racial or ethnic origin information;
- The commission or alleged commission by you of an offence.

If we collect Sensitive Personal Data, we will either obtain your prior explicit consent to do so or ensure that we are permitted to process your Sensitive Personal Data, without obtaining your express consent, provided that we are legally permitted to do so under the Act.

### **How we collect data**

#### Information provided by you

Information that you provide to us can come from:

- Registering to use our website;
- Subscribing to our services, for example for obtaining a permit;
- Requesting further goods &/or services;
- Posting material;
- Filling in forms on our site. This includes information provided at the time of registering to use our site, subscribing to our service, posting materials or requesting further services;
- Correspondence between us, including e-mails;
- Responding to surveys that we may from time to time ask you to complete for us, although you are not obliged to complete these; and
- Reporting problems regarding our service or site.

### **Automatic Information and Cookies**

We may capture and store some information about your computer, such as your IP address, operating system and browser type, for system administration. This information is purely statistical and does not identify you as an individual. We use this data to help us understand our users' browsing patterns and to shape our marketing.

For the same reason, we may obtain information about your general usage of the site by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver better and more personalised service. They enable us:

- To estimate our audience size and usage pattern;
- To store information about your preferences, and so allow us to customise our site according to your individual interests;
- To recognise you when you return to our site.

### **Cookies on the Cornwall Council website**

- We use a google analytics cookie on our website and all our online systems to record website usage. We do this to find out things such as the number of visitors to the various parts of the site. We collect this information in a way which does not identify anyone, we do not make any attempt to find out the identities of those visiting any of our websites, and we do not share this information with anyone.
- We use a number of essential session cookies to enable certain parts of the website to function properly.

You may refuse to accept cookies by activating the setting on your browser. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting to refuse cookies, our system will issue cookies when you first visit our site.

### Other communications:

We may keep records of any contact you have with us.

### **How we use your information**

We use the information held about you in the following ways:

- To ensure that content from our site is presented in the most effective manner for you and for your computer;
- To plan and manage our activities, possibly through researching and analysing your use of the site;
- To provide you with information about new ideas and facilities;
- To provide you with further or new information about, or access to, our goods and/or services; and
- To notify you about changes to our service.

We will ask for your consent if we wish to use your personal information for any other purpose.

We will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected.

### **Where we store your personal data**

The data that we collect from you will not be transferred to, or stored at, a destination outside the European Economic Area ("EEA").

All information you provide to us is stored on our secure servers and any email sent through the website contact form is held on servers within the EEA. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

### **Disclosure of your information**

We may disclose your information to third parties:

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Website Terms of Use and other agreements; or to protect the rights, property, or safety of Cornwall IFCA and that of our users, customers or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction; or
- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets; or
- If Cornwall IFCA or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.

### **Security and Data Retention**

The transfer of information via the internet is not completely secure. We will do our best to protect your personal data, but we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try and prevent unauthorised access and protect your personal data against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period of time or as long as the law requires.

### **Users under 18**

A child's privacy is very important to us and we have a specific policy for users under the age of 18.

If you are under 18 and you do not understand parts of this policy or our terms of use, please ask your parent/guardian to explain it to you before using the site.

We encourage Parents and Guardians to monitor their children's use of the website at all times and encourage the activation of parental control software.

If you are under 16 the following apply:

- If you are under 16 you must ensure that you have obtained your parent/guardian's permission before you provide personal information to us.
- We do not collect personal information from any child under 13, unless the child's parent or guardian has specifically consented. You must not provide any personal information without your parent/guardian being present.
- If you provide personal information to us with the consent of your parent/guardian you will be required to enter their email address so that they can receive copies of all emails and information sent or received by you.
- The purpose of collecting a parent/guardian's email address is to allow them to supervise your use of the site and any information you provide to us. If the parent/guardian refuses to provide an email address for this purpose, their consent will be revoked and you will not be permitted to provide us with personal information.

### **Your rights**

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at [enquiries@cornwall-ifca.gov.uk](mailto:enquiries@cornwall-ifca.gov.uk).

### **Accuracy of information**

You are responsible for informing us when your personal details have changed. Please note that notification of any change must be in writing. It is then our responsibility to update our records accordingly.

### **Access to information**

The Act gives you the right to access information held about you in accordance with the Act. Any access request will not incur a fee unless the Authority deems the request to be manifestly unfounded or excessive. A fee can also be charged if multiple copies of the same information is requested.

### **Acceptance of the Privacy Policy**

By accepting this Privacy Policy and our Website Terms of Use, you are expressly consenting to our use and disclosure of your personal information in the manner described in this Privacy Policy. If for some reason you object to this use and any disclosure of your personal information then please do not register with us.

### **Contact us**

For the purposes of the Act, the data controller is Cornwall Inshore Fisheries and Conservation Authority, Chi Gallos, Hayle Marine Renewables Business Park, North Quay, Hayle, Cornwall TR27 4DD.

If you have any questions about your personal data or our Privacy Policy, or if you wish to correct any data about yourself that you feel to be inaccurate, please write to Simon Mansell, Data Protection Officer, Cornwall Council, Treyew Road, Truro, Cornwall TR1 3AY.

If you do not want to receive offers or contact from us by email please email [enquiries@cornwall-ifca.gov.uk](mailto:enquiries@cornwall-ifca.gov.uk).

### **Your information**

Your personal information belongs to you and you have the right to:

- Be informed of how we will process it
- Request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- Have it amended if it's incorrect or incomplete
- Have it deleted (where we do not have a legal requirement to retain it)
- Withdraw your consent if you no longer wish us to process
- Restrict how we process it
- Object to us using it for marketing or research purposes
- Object to us using it in relation to a legal task or in the exercise of an official authority
- Request that a person reviews an automated decision where it has had an adverse effect on you

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Simon Mansell  
Data Protection Officer  
Cornwall Council  
County Hall  
Truro  
TR1 3AY

Tel: 01872 326424

Email: [dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's

Office Tel No. 0303 123 1113

[www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/)

### **Changes to our Privacy Policy**

Our Privacy Policy may change from time to time. This site will always contain our current Privacy Policy. Where appropriate, we will notify you of any important changes by email.

This Privacy Policy was last updated in May 2018.