

Southern IFCA Licences and Permits Privacy Notice:



This version of our privacy notice was last updated on **02/11/2020**

This privacy notice relates to data collected in relation to administering the Poole Harbour Fishery Order 2015 Licences and permits issued under Southern IFCA byelaws.

Lawful basis for processing

Southern IFCA requires your personal information to administer the licences and permits issued to undertake certain fishing activity.

Data provided on these forms are subject to the provisions of the General Data Protection Regulations 2016 (GDPR) and the Data Protection Act 2018. Southern IFCA has the right to process this data under Article 6(1)(c) of this Act as your data fulfils a legislative function. Your data is processed by Southern IFCA under a legal obligation conferred in sections 155 and 156 of the Marine and Coastal Access Act 2009 to issue your license or permit, as is required by the Poole Harbour Fishery Order 2015 or associated byelaws that require permits.

Therefore, the lawful basis under which this data is processed is a **Public Task**.

Personal Information We Will Collect

- a) Names and addresses
- b) Telephone numbers
- c) Email addresses
- d) Vessel ownership details
- e) Fishing licence details
- f) Certification and qualifications relevant to the Fishing Vessels (Safety Training) Regulations 1989

How We Will Use the Information We Collect

Southern IFCA will use data in accordance with the Data Protection Act 2018 principles for the purposes of general administration of licences and permits, correspondence and in furthering our statutory duties under the Marine and Coastal Access Act 2009. This personal data may also be used in relation to any Licences or permits you are associated with which are issued by Southern IFCA (and are subject to a separate Privacy Notice).

We will not share your information with any third parties for the purpose of direct marketing. In some circumstances we are legally obliged to share information. For example, under a court order or for the purposes of law enforcement. We might also share information with other regulatory bodies in order to further their, or our, objectives. We have a Data Sharing Agreement with the Marine Management Organisation which enables the sharing of your data with them for specified purposes. In any scenario, we'll satisfy ourselves that we have a lawful basis on which to share the information and document our decision making.

Retention

Your personal data will be retained for the duration of your Licence or Permit and for 5 years after this time, at which point it will be reviewed. If Southern IFCA intends to retain your personal data, you will be informed. If Southern IFCA does not intend to keep your personal data, it will be deleted to the extent that you cannot be identified (i.e. Southern IFCA will delete your name and contact details). Other data on the form may be retained but not in such a way that you can be identified.

Your Rights

Under certain circumstances, the law grants you specific rights. These are summarised below. Please note that your rights may be limited and subject to restrictions in certain situations:

- a) **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- b) **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- c) **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- d) **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- e) **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- f) **Request the transfer** of your personal information to another party (also known as data portability).

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer (details below).

You also have the right to make a complaint to the Information Commissioners Office relating to the processing of your data. Further explanation of these rights can be found at the Information Commissioners Office website: <https://ico.org.uk>

Contacting Us

You may want to contact us to with a complaint or query about how your data is being used or to submit an access request. Any complaints are taken very seriously, and we encourage people to bring it to our attention if they believe our collection or use of information is unfair or inappropriate. Please contact us at your convenience using the details provided below:

Address: Southern Inshore Fisheries and Conservation Authority, Unit 3 Holes Bay Business Park, Sterte Avenue West, Poole Dorset BH15 2AA

Phone No: (01202) 771373

E-mail: enquiries@southern-ifca.gov.uk