

## Data Protection Principles

### How do we use your information?

Sussex Inshore Fisheries and Conservation Authority (Sussex IFCA) collects and processes data to support the effective management of sea fisheries resources within its district and provide an efficient service to the public.

Sussex IFCA takes seriously its responsibilities to ensure that any personal data it collects and processes is done so in accordance with all relevant legislation and guidance.

Sussex IFCA collects and processes personal data for the following specific purposes:

- Issuing fishing permits
- Collecting fisheries catch and effort data
- Providing up to date information on our activities
- Enforcement and compliance of fisheries regulations
- Recruitment and selection of staff
- Supporting our Authority members.

You have the right to request that Sussex IFCA stop processing your personal data. However, if this request is approved this may cause delays or prevent us delivering a service to you, for example, issuing a fishing permit. Where possible we will seek to comply with your request but we may need to hold or process information in connection with Sussex IFCA's legal functions.

You are also legally entitled to request access to any records held by Sussex IFCA about yourself, the Authority will seek to comply with your request but there may be some situations where it will not be able to do this in full, e.g. where information held was given in confidence.

For more information about either requesting access to your personal data or to cease processing personal data visit the data protection page on the Authority's website at [www.sussex-ifca.gov.uk](http://www.sussex-ifca.gov.uk)

We will process your personal data for the following purposes:

- For the purpose for which you provided the information, for example, processing a fishing permit
- To allow Sussex IFCA to be able to communicate and provide services appropriate to your needs
- Where the processing is necessary for the Sussex IFCA's enforcement functions
- Where the processing is necessary for the prevention and/or detection of crime
- Where you have consented to the processing
- Where the processing is necessary to protect individuals from harm or injury
- Where otherwise permitted under the Data Protection Act 1998, e.g. disclosure to comply with legal obligations
- To monitor and improve marine conservation and management.

Where possible Sussex IFCA will use anonymised or pseudonymised data. This means personal identifiers such as name, address, date of birth, reference number are removed from a data source, the information can then be used for secondary purposes. This type of data can be used in a variety of ways including assessing and mapping trends in fishing activities and stock exploitation, it can also be provided in response to requests made under the Freedom of Information Act 2000.

## **How do we protect your data?**

We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of personally identifiable customer information. Our security procedures mean that we may occasionally request proof of identity before we disclose personal information to you. To the extent that sensitive personal data is processed about you, we will employ appropriate security measures given the nature of that data. However, you recognise that your use of the Internet and our website is entirely at your own risk. We have tried to create a secure and reliable website for our users. However, we have no responsibility or liability for the security of personal information transmitted via the Internet.

Sussex IFCA utilises the latest in secure server technology to ensure that all personal and transactional information is protected to the highest standards. We never make your personal details available to companies outside Sussex IFCA for marketing purposes. Whilst we make every effort to keep the information that you supply secure, please be aware that the Internet is not a fully secure medium.

## **Where can I find more information?**

If you need to contact Sussex IFCA about Data Protection you can use the contact details below:

### **Sussex IFCA Data Protection Coordinator**

12a Riverside Business Centre,  
Brighton Rd,  
Shoreham-by-Sea,  
West Sussex,  
BN43 6RE  
Tel:01273 454407 | Fax:01273 464668  
Email: Admin@Sussex-ifca.gov.uk  
Web:www.Sussex-ifca.gov.uk

### **Information Commissioner's Office (ICO)**

For more information about the Data Protection or if you are unhappy with how the Authority had used your information, you can report a concern on the ICO's Website: [Information Commissioner's Office \(external website\)](#).

### **Registration**

As a registered Data Controller, Sussex IFCA will only process your personal information in accordance with the General Data Protection Regulations (GDPR). Sussex IFCA's registration reference with the Information Commissioners Office is Z505873X.  
Sussex IFCA ICO. registration reference: Z2653381

## **How do we use your information?**

### **Processing Fishing Permits**

A number of our fisheries byelaw regulations require the end user to hold a permission or permit to enable them to legally take certain species of fish or shellfish including cockles, lobsters, certain crab species and whelk from within our district. Other permissions are required to use certain types of fishing gear including trawls, dredges and fixed nets within our district. Such permissions are issued to a named individual and cannot be processed without using personal data.

### **General Communication**

SUSSEX IFCA holds and uses contact information, particularly email addresses, to consult on fisheries byelaw proposals and provide information on its services such as the circulation of newsletters.

### **Enforcement Functions**

Sussex IFCA is a statutory body and operates under provisions contained within the Marine and Coastal Access Act 2009. It carries a wide range of powers enabling the enforcement of fisheries legislation throughout its district. In carrying out such duties Sussex IFCA officers must act in accordance with a wide range of other legislation including the Police and Criminal Evidence Act 1984 (PACE) which governs, amongst other things, inspections, searches, seizures and interviewing of suspects. In complying with PACE officers must issue a written record of any formal searches or inspections undertaken. Such records contain personal data which is retained in accordance with Sussex IFCA's document retention schedule.

When breaches of legislation are detected Sussex IFCA retains supporting personal data including the name, address and data of birth of defendants and other evidence gathered during the course of the investigation. Such information is retained in accordance with Sussex IFCA's document retention schedule.

To support the detection and prevention of crime Sussex IFCA shares fisheries intelligence with other statutory agencies and bodies including the Marine Management Organisation and the Police in accordance with the principles and protocols of the National Intelligence Model (NIM). Such intelligence gathering and sharing of information is underpinned by formal agreements.

### **Monitoring and Improvement of Marine Conservation and Management**

Sussex IFCA's overarching legal duty is to ensure that the exploitation of any sea fisheries resources remains sustainable. In delivering that duty Sussex IFCA gathers a wide range of information on fishing activities across a number of fisheries down to individual vessel. Such information will include the quantity of species caught and the location of the activity. Such information is held indefinitely to enable the maintenance of long-term historical data sets and the development and implementation of appropriate management measures to meet Sussex IFCA's legal obligations.

### **Recruitment and Selection of Staff**

Sussex IFCA gathers personal information during the recruitment and selection of new staff which includes name, address, data of birth, national insurance number and other information which is retained in accordance with Sussex IFCA's document retention schedule. When an appointment is made such information will be retained on the individuals personnel file throughout the duration of their employment with Sussex IFCA.

**May 2018**