

# Eastern IFCA licences and permits privacy notice



This version of our privacy notice was last updated on **14/06/2019**

This privacy notice relates to data collected in relation to administering the Wash Fishery Order (WFO) 1992 Licences and permits issued under Eastern IFCA byelaws.

## Lawful basis for processing

Eastern 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. Eastern 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 Eastern 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 Wash Fishery Order 1992 or associated permit byelaw.

Therefore, the lawful basis under which this data is processed is a **public task**.

## Personal Information We Will Collect

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

## How We Will Use the Information We Collect

The information you provide will be used for the following purposes

- Correspondence including in relation to applications and changes to management measures;
- Provision and improvement of services;
- Carrying out our functions and duties.

## Who your information will be shared with?

We will not share this information with any third parties unless we have received a written request from you to do so. Summarised or anonymised information may be shared with other parties.

Eastern IFCA will take steps to ensure any disclosures of personal data are necessary and proportionate, as required by law. Whenever we share your personal information, sharing

options will be evaluated to ensure that your data is shared in the most secure manner. We will never sell, lease or rent your personal information.

### **Retention of data**

Your personal data will be retained for the duration of your Licence or Permit and for 5 years after this time, at point it will be reviewed. If Eastern IFCA intends to retain your personal data, you will be informed. If Eastern IFCA does not intend to keep your personal data, it will be deleted to the extent that you cannot be identified (i.e. Eastern 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.

The data you provide will be stored on secure server operated and maintained by Kings Lynn and West Norfolk Borough Council.

*Please note that if your information is used for law enforcement purposes it may be exempt from some of the conditions of the Data Protection Act 2018 and General Data Protection Regulations. In such circumstances, data may be shared with other statutory bodies and it may be retained for a longer period.*

### **Your Rights**

Under the GDPR you have various rights, as listed below, that may apply to the processing of your personal information.

To exercise any of these rights please contact us using the details provided at the end of this notice.

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Please note that not all these rights are absolute and may be subject to consideration by Eastern IFCA including but not limited to, in relation to the processing of data in the course of a criminal investigation or proceeding.

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:** Eastern Inshore Fisheries and Conservation Authority, 6 North Lynn Business Village, Bergen Way, King's Lynn, Norfolk PE30 2JG

**Phone No:** (01553) 775321

**Fax No:** (01553) 772031

**E-mail:** [mail@eastern-ifca.gov.uk](mailto:mail@eastern-ifca.gov.uk)