

PRIVACY NOTICE

NORTHUMBERLAND IFCA

How we handle your information: Information for the public

Everyone working for Northumberland IFCA has a legal duty to keep and process information about you in accordance with the law.

This document explains why we ask for your personal information, how that information will be used and how you can access your records.

Why is information recorded about me?

We use information about Permit Holders to enable us to carry out specific functions for which we are responsible and to provide you with a service.

We keep records about all commercial shellfish, commercial trawl, commercial dredge and recreational shellfish permit holders. We also keep limited information on sole traders and members of the public who contact/visit the Authority.

All of the above records may be written down (manual records), or kept on a computer (electronic records) or held on an image recording device (such as CCTV).

These records may include:

- Basic details about you, for example, name, address, date of birth
- Unique identifiers (such as your NI number)
- Contact we have had with you, for example, appointments/visits, letters of correspondence
- Notes and reports about your relevant circumstances
- Details and records about the service you have received
- Relevant information from other people that we have been in contact with in relation to the service that you have received
- Limited payment details (if a permit is paid by card or cheque)
- Details of vessels for example, name, port, PLN, length, KW of engine
- Details of fishing activity (for commercial shellfish only)
- CCTV and body cam footage

What is the information used for?

Your records are used to help ensure that we provide you with the service that you need. Any personal data you supply will be used to fulfil the function of that service.

Permits Holders: You may be contacted on the personal details you supply in your application form in relation to any matters surrounding your permit, including catch returns (where applicable), byelaws relevant to your permit and good practice in relation to your fishing activity.

It is important that your records are accurate and up-to-date as they will help make sure that our staff are able to provide you with the help, advice or support you need.

If you do not provide us with this information then we will not be able to provide you with a fishing permit which is required to enable certain fishing activities in the NIFCA district.

CCTV/Video Imagery: This is used for the purposes of security of Authority staff and assets as well as the lawful gathering of evidence and relevant personal data will only be used in the course of a criminal investigation and in the prevention of crime.

How long for?

Processing of all personal data is kept to a minimum and data will only be processed in accordance with the law. Our standard policy for data retention is 7 years plus current, which is used as a basis for most personal data held by the Authority. For retention periods of specific areas of data, please contact us and see below regarding Permit Holders.

Permit Holders: In order to provide you with this service, we rely on the legal basis of General Data Protection Regulation (GDPR) 6(1)(c) "Processing is necessary for compliance with a legal obligation", or more specifically, to meet the requirements of a byelaw or other regulation. Your data is processed by Northumberland IFCA under a legal obligation conferred in sections 155 and 156 of the Marine and Coastal Access Act (MACAA) 2009 to process your permit. Your data will be kept indefinitely.

When other agencies are involved in fisheries and the issues surrounding fishing permits and licences, we may need to share details about you to enable us to work together effectively.

Information will only be shared with third parties if they have genuine and lawful need for it.

Occasions when your information needs to be disclosed (shared) include:

- where another relevant/partner agency needs to contact you about your permit,
- where the health and safety of others is at risk,
- when the law requires us to pass on information under special circumstances,
- crime prevention

Anyone who receives information from us has a legal duty to keep it confidential

We are required by law to report certain information to appropriate authorities – for example:

- where an external agency byelaw has been offended against
- where a crime has been committed
- where we encounter infectious diseases which may be a public health concern
- where a formal court order has been issued.

Partner organisations

Northumberland IFCA has statutory obligations to work in partnership with some other agencies.

These could include:

- Northumberland County Council who have seats on the committee and in-part fund NIFCA
- North Tyneside Council who have a seat on the committee and in-part fund NIFCA
- Department for Environment, Food and Rural Affairs (Defra) who in-part fund NIFCA
- The Marine Management Organisation (MMO) who have a seat on the committee (statutory requirement) and work in partnership on fisheries enforcement duties
- The Environment Agency (EA) who have a seat on the committee (statutory requirement) and work in partnership with the Authority.
- Natural England (NE) who have a seat on the committee (statutory requirement) and work in partnership with the Authority.

- Northumbria Police who work in partnership with NIFCA in crime prevention
- South Tyneside Council who provide Pensions services on behalf of NIFCA

Information will be processed within the EEA and will not be shared with overseas recipients.

We may also share some of your information subject to strict agreement on how it will be used with organisations with whom NIFCA has a Memorandum of Understanding regarding working together including:

- The Tweed Commission
- Newcastle University
- Cefas

Can I see my records?

The General Data Protection Regulation allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to your Permit records along with all other personal records.

If you wish to see a copy of your records you should submit a Subject Access Request which is available on our website or by contacting the NIFCA Office directly. You are entitled to receive a copy of your records free of charge, within a month.

In certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

Do I have Other Rights?

Data Protection laws give you the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information
3. To ask for information to be corrected if inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).
9. To lodge a complaint with the Information Commissioner's Office whose contact details are below.
10. If our processing is based upon your consent, to withdraw your consent.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this leaflet, please tell us. Please contact:

Data Protection Officer: Emma Cosimini on nifca@nifca.gov.uk or 01670 797 676.

Information Commissioner : <https://ico.org.uk/>