



## Association of IFCA

### Privacy Policy

#### **Privacy Notice**

This website is operated by Association of Inshore Fisheries and Conservation Authority. We take your privacy very seriously therefore we urge you to read this policy carefully because it contains important information about us and;

- The personal information we collect about you,
- What we do with your information, and
- Who your information may be shared with

#### **Who We Are**

For the purposes of the General Data Protection (GDPR) (EU) 2016/69 Regulation the Association of Inshore Fisheries and Conservation Authority are a data controller meaning we are responsible for, and control the procession of, your personal information.

#### **Information We Collect**

When you use our website, we do not store or capture personal information, but we do record your IP address, which is automatically recognised by the web server. We do not use cookies for collecting user information and we will not collect any information about you except that required for system administration of our web server.

While your personal information is not collected directly by our website there may be times when it is collected by other means. At these times the data we collect and our reason for collecting it will be made clear to you.

### Personal Information you provide us

We will most frequently collect the following personal information that you provide to us:

- Names and addresses
- Telephone Numbers
- Email addresses

Some examples of when we collect this information include:

- Email, telephone or postal correspondence
- Job or volunteer applications

### **How We Use The Information We Collect**

We collect information for the following purposes:

- General correspondence
- Provision and improvement of services
- Carrying out our functions and duties

### **Who Your Information Will Be Shared With**

We may share your information with our colleagues across all ten Inshore Fisheries and Conservation Authorities. Other than this your personal information will not be shared with any other organisations unless explicitly stated at the point of collection.

We will never sell, lease or rent your personal information.

### **Keeping Your Information Secure**

Our website does not store any personal information directly however, any information you do share through other communications will be stored on secure servers with limited accessibility to encrypted devices.

While we will use all reasonable efforts to secure your personal data, in using this site you acknowledge that the use of the internet is not entirely secure, and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from or to you via the internet.

If you have any particular concerns about your information, please contact us using the details below.

## **Your Rights**

Under 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.

### Right to be informed

When we collect your personal information, we will inform you of;

- The purpose of collecting your information
- The lawful basis for processing your information
- Who your information will be shared with
- The period time your information will be retained before review
- The rights available to you in respect to processing

### Right to request a copy of your information

You can request a copy of your information we hold at any time (this is known as a subject access request).

You will need to provide proof of your identity and let us know what information you would like a copy of.

### Right to correct any mistakes in your information

You can require us to correct any inaccuracies in your information at any time.

You will need to provide enough information for us to identify you, the information we hold about you, and inform us what information is incorrect and how it should be updated.

### Right to erasure

You can request to have any personal information we hold about you erased if;

- The personal information is no longer necessary for the purpose which you originally collected or processed it for;
- The lawful basis for holding the information was based on consent and you withdraw that consent.

### Right to restrict processing

You can request that the processing of your personal information is restricted or suspended under certain circumstances for example;

- When you contest the accuracy of the personal information we hold, and we are verifying the accuracy of the data;
- When you have objected to the processing of your personal information and we are considering whether our lawful basis for processing overrides the objection.

### Right to object

You can object to the processing of your personal information on grounds relating to your particular situation where the lawful basis for processing is not based on your consent.

### **Contacting Us**

#### **Our Address:**

Dr. Stephen Bolt CEO  
Association of Inshore Fisheries and Conservation Authority  
Knights Lowe  
Eldo House  
Kempson Way  
Suffolk Business Park  
Bury St Edmunds  
IP32 7AR

**Phone No:** 07834 381721

**E-mail:** [Stephen@association-ifca.org.uk](mailto:Stephen@association-ifca.org.uk)

### **Changes to this privacy policy**

If this privacy policy changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures that you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.