

NIFHA Privacy Policy

Privacy and security are very important to the Northern Ireland Fishery Harbour Authority (NIFHA). We strive to ensure that all appropriate measures are in place to respect your data protection rights and are committed to protecting and respecting your privacy.

We set out below how we manage, process and store personal data which we hold.

'Personal Data' refers to any information relating to an identifiable individual or his or her personal identity.

Identity and Contact details:

Data Controller	Northern Ireland Fishery Harbour Authority
Address:	3 St Patricks Avenue, Downpatrick, BT30 6DW.
Telephone:	028 4461 3844
Email:	datacontroller@nifha.co.uk
Data Protection Officer:	Belinda McCaughey
Email	dataprotectionofficer@nifha.co.uk

What information do we collect?

Most of the personal information we process is provided to us directly by you for one of the following reasons

- Use of our facilities for your Fishing Vessel
- Purchase of goods or services supplied by us
- You rent or lease property from us
- You have applied for a job with us
- We may also hold your details if an employee or customer of ours gives your contact details as an emergency contact or a referee.

Your Data Protection Rights

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

1. Your right of Access

You have the right to ask us for copies of your personal information. This right always applies although you may not always receive all the information we process.

2. Your right to Rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information that you think is incomplete. This right always applies.

3. *Your right to erasure*

You have the right to ask us to erase your personal information in certain circumstances.

4. *Your right to restriction of processing*

You have the right to ask us to restrict the processing of your information in certain circumstances.

5. *Your right to object to processing*

You have the right to object to processing if we are able to process your information because the process forms part of our public tasks or is in our legitimate interests.

6. *Your right to data portability*

This applies only to information that you have given to us. You have the right to ask that we transfer the information you gave us from one organisation to another or give it to you. This right only applies if we are processing information based on your consent.

There is no charge for exercising your rights. We commit to responding to you with one month.

Your right to complain

We work to high standards when it comes to processing your personal information. If you have any queries or concerns, please contact us at info@nifha.co.uk and we will respond within one month. If you remain dissatisfied with our response you can make a formal complaint. (Procedure is found on our website at www.nifha.co.uk).

Visitors to our Website

When you visit www.nifha.co.uk, we use a third-party service to collect standard internet log information and details of visitor behaviour patterns. We do this to find out such things as the number of visitors to the various parts of the site. This information is only processed in a way that does not identify anyone. We do not make any attempt to find out the identities of those visiting our website.

If we do collect personal data through our website, we will be upfront about this. We will make it clear when we collect personal information and we will explain what we intend to do with it.

How do we use your Personal Information?

We use the information you supply to us to:

- Account Setup and Administration
- Provide goods and services
- Issue invitations to events
- Carry out survey
- Legal Obligations (Prevention of fraud)
- Meeting internal audit obligations

What legal basis do we have for processing your personal data?

There are six lawful bases for processing personal data. These are set out in Article 6 of the GDPR. At least one of these will apply to the processing of your personal data:

- 1. Consent**
The individual has given clear consent for us to process their personal data for a specific purpose.
- 2. Contract**
The processing is necessary for a contract we have with the individual, or because they have asked us to take specific steps before entering into a contract.
- 3. Legal Obligation**
The processing is necessary to enable us to comply with the law (not including contractual obligations)
- 4. Vital Interests**
The processing is necessary to protect someone's life.
- 5. Public Task**
The processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
- 6. Legitimate Interests**
The processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if we are processing data in order to perform our official tasks).

When do we share personal data?

We treat all personal data confidentially. We will not share your information with any third parties for the purposes of direct marketing. In some circumstances we are legal obliged to share information. For example, under a court order.

Where do we store and process personal data?

NIFHA will process and store all personal information you submit to us in accordance with applicable law and in particular we shall ensure that we have appropriate security measures in place to guard against the loss, misuse or alteration of the information you provide and shall keep your personal data only for as long as is reasonably necessary for the purpose for which it was collected or to comply with any applicable legal requirements or in line with our data retention and disposal policy. We do not store and process data outside of the UK.

How do we secure personal data?

All personal data is held within a secure computer system. Access is restricted to appropriate personnel only. Backups are taken regularly, and the Authority has in place a business continuity program which is regularly tested.

How long do we keep your personal data for?

Under GDPR the Authority agrees to retain data for no longer than is reasonably necessary – details are as stated in our Retention and Disposal Schedules.