



National Decade Committee Privacy Notice



Centre for Environment
Fisheries & Aquaculture
Science

This privacy notice sets out what you can expect from Cefas when we process your personal information. This is complemented by our [personal information charter](#), which broadly sets out our standards for requesting or storing personal information

What data do we collect?

The information that we collect from you includes:

- Name
- Address
- Post Code
- Date of Birth
- Email Address
- Telephone/Mobile number
- Other details you may include within your EOI or CV

Why are we processing your personal data?

We are collecting your information to enable us to evaluate your application to join the National Decade Committee for the UK.

What is the legal basis for processing your personal data?

The General Data Protection Regulation (GDPR) Article 6 legal bases for processing your data are that it is necessary for the performance of a contract and that the processing is necessary for the performance of a task in the public interest or in the exercise of official authority vested in the controller. Cefas was created in 1997 as an executive agency of Defra to provide scientific advice and fulfil the functions of the Secretary of State for Defra. Cefas provides critical science evidence and advice that underpins Defra policy development tackling the most pressing challenges for our marine and freshwater environment, including fisheries management, climate change, pollution and biodiversity loss. Cefas are the appointed secretariat for the UK National Decade Committee for the UN Decade of Ocean Science for Sustainable Development and are responsible for ensuring compliance with relevant codes and standards, for the good governance of committee business and for ensuring that the committee does not exceed its remit. As part of Cefas' secretariat duties, we are also responsible for supporting appointment of committee members.

Who will we share your personal data with?

We will only share your information a limited number of Defra and FCDO staff who will assist in the sift and interview process.

Will your data be processed in a country outside of the United Kingdom or European Economic Area (EEA)?

Your information will not be shared, transferred, or processed outside of the EEA.

Will your data be processed using automated decision making or profiling?

Your information will not be processed using automated decision making or profiling.

How long will we keep your data for?

Your information will be retained for the duration of the application process and unsuccessful applicant's details will be deleted when the process has completed. The details of successful applicants will be retained for the project term, or until a member resigns from their committee role.

What are the consequences if I do not supply the requested data?

If you do not supply the requested personal information, it is more than likely that we will not be able to consider your application.

What are my rights to my personal data?

Your rights and our commitments to your personal data are described in the [Cefas Personal Information Charter](#) as well as on the [ICO website](#)

Where processing of your personal data is necessary for **entry into or performance of a contract**, you have the right to:

- Be Informed when we are processing your information
- To access and request a copy of the information we hold about you
- To correct inaccurate or complete incomplete personal data we hold about you
- Be forgotten, and request for us to erase your personal data
- To request that we restrict how widely we process your personal data
- To request we send your structured personal data to another controller
- To request human intervention where automated decision making or profiling

Where processing of your personal data is necessary for the **performance of a task** in the public interest or in the exercise of official authority vested in the controller, you have the right to:

- Be Informed when we are processing your information
- To access and request a copy of the information we hold about you
- To correct inaccurate or complete incomplete personal data we hold about you
- To request that we restrict how widely we process your personal data
- To object to the processing of your personal data
- To request human intervention where automated decision making or profiling

How to get in contact

For day-to-day use, please look to contact NDC.Secretariat@cefas.co.uk. They are best placed to manage general enquiries or to update the accuracy of your data or provide you with information. However, if they cannot help you, or you have a complaint about how your data is being handled, please use following contacts, making clear which right you wish to exercise:

Contact form: [Contact - Cefas \(Centre for Environment, Fisheries and Aquaculture Science\)](#)

Complaints

If you are unhappy with the service you have received in relation to your request and wish to make a complaint, you should write to Tim Green (Senior Information Risk Owner) at the address below, who will arrange for an internal review of your case.

Cefas
Pakefield Road
Lowestoft
Suffolk
NR33 OHT

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts. Should you wish to exercise that right full details are available [on the Information Commissioner's website](#).