**1. Your Details**

Please provide your contact details. You must inform us if your contact details change. Failure to do so will prevent us from contacting you with an offer of a permit.

|  |  |  |
| --- | --- | --- |
| **1a**. First Name |  | **1b**. Surname |
|  |  |  |
|  |  |  |
| **1c**. Address (including postcode) |  | **1d**. Date of Birth |
|  |  |  |
|  |  |
|  | **1e**. Mobile Number |
|  |  |
|  |  |
|  | **1f**. Telephone Number |
|  |  |
|  |  |  |
| **1g.** Email |  |  |
|  |  |  |  |
|  |  |  |
| **1h.** Proof of Identity |  | **1i.** Proof of Address |
|  | I have included photographic proof of identity. |  |  | I have included proof of address. |

**4. Your Signature**

By signing, you declare that you wish to join the Byelaw 3 permit waiting list and that the information you have supplied on this form is correct.

|  |  |  |
| --- | --- | --- |
| **4a.** Signature |  | **4b.** Date |
|  |  |  |

**FOR INFORMATION:**

**You are advised to retain proof of postage when sending this form.**

**You will be sent written confirmation of being placed on the waiting list. If you do not receive written confirmation within 20 working days of submitting your application please contact the Whitehaven Office via email at office@nw-ifca.gov.uk or by telephone on 01524 727970.**

**Providing information that is inaccurate or untrue will result in removal from the waiting list.**

**Privacy Notice**

**Who are we?**

North Western Inshore Fisheries and Conservation Authority (North Western IFCA) was formed in 2011 to manage the sustainable exploitation of sea fisheries resources within the North Western IFCA district. The district spans from the Welsh Border in the Dee Estuary to the Scottish Border in the Solway Firth. The area covered includes coastal Council landward areas and sea areas up to 6 nautical miles off shore.

**What legal reason is my data processed for?**

We have a duty to manage the sustainable exploitation of inshore fisheries resources and to create and enforce byelaws under the Marine and Coastal Access Act 2009. In order to manage the systems established in Byelaw 3 we need to process your personal data.

**What will my information be used for?**

Your information will be used to administer your Byelaw 3 permit, Byelaw 3 enforcement and to contact you regarding the management of fisheries relating to your Byelaw 3 permit.

**Will my information be shared with any third party?**

We only disclose the information provided in this application form to other statutory agencies or organisations for the prevention and detection of crime. The Authority uses third party providers for IT services and permit management. All providers of services to the Authority are subject to the same conditions when handling your information. Your information is not sold to any third parties or shared for marketing purposes.

**How is my information held?**

Your physical application form and supporting documents will be stored securely.

A digital copy may be retained and a digital record will be created of the information supplied as part of our permit record keeping.

**How long will my information be held for?**

Your application form will be destroyed within one month of the permit expiring.

Your supporting documents will be destroyed upon the approval of your permit. A record will be maintained that the documents have been witnessed.

The digital record will be retained for 7 years after your last permit expires. Following this a reduced record of name, permit, date of birth, town and postcode will be held on record.

If you submit an incomplete application the application form will remain on record for 7 years from the date of application or until you formally withdraw your application.

**Who do I contact about the information you hold?**

If you would like to access any of the information we hold about you or you have concerns regarding the way we have processed your information please contact:

By post: NWIFCA, 1 Preston Street, Carnforth, LA5 9BY

By email: office@nw-ifca.gov.uk

If you wish to raise a complaint, we would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right.

If you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner’s Office.