



Marine Management Organisation

Privacy Notice

European Maritime and Fisheries Fund (EMFF)

Data Protection Officer: David Latham (Defra)

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1. Introduction

The EMFF programme is a grant funding scheme regulated by the European Commission. Grant funding is available for eligible applicants undertaking various activities as set out in EU Regulation 508/2014.

The Marine Management Organisation's role in EMFF scheme is to validate the eligibility of applicants, validate that the EMFF project applications are eligible and meet the criteria of the EMFF scheme. MMO will also pay out grants to applicants once a decision has been made to offer grant funding which is accepted by the applicant.

The purpose of this Privacy Notice is to achieve three things:

- a) Explain the way we will use the information collected under this scheme
- b) Ensure that you understand what information we will collect from you and what we will do and not do with this information
- c) Hold us accountable for protecting your rights and privacy under this notice

2. The Information

Under the EMFF scheme the following information is collected and stored

- Your name, date of birth, address and full contact details
- Copies of your passport, driving licence and utility bills
- Gender
- VAT Status
- Bank account details
- Vessel ownership and registration details

3. How the information will be collected

MMO will collect personal information about you through the registration and application form on the EMFF grant application portal. It will either be directly received from you or your approved agent.

4. How the information will be used

MMO will only use your personal information to assess your EMFF grant application for eligibility and for EMFF grant claims to determine that you have defrayed the eligible expenditure in accordance with the terms and conditions set out in the EMFF offer letter. MMO will use your personal information in the following circumstances:

- Where it is necessary for performing the contract we have entered into with you
- Where MMO needs to comply with a legal obligation
- Where it is in the public interest to do so
- Making a decision about your EMFF grant application
- Checking you are legally entitled to apply for an EMFF grant
- For any audit by DEFRA, UK Audit Authority or European Court of Auditors

- To prevent fraud

5. Sharing information

The MMO will share information collected under the EMFF scheme other Government Departments and Agencies to comply with the EMFF Regulations and to enable grant payments

Information will be shared with the following under an information sharing agreement for the following purposes –

- Shared Services Connected Ltd (SSCL) an agency which processes EMFF payments on behalf of MMO
- Leidos – who manages the Esystem on behalf of MMO
- Maritime & Coastguard Agency (MCA) – data is shared with MCA to allow them to contact you to ensure that the you are compliant with :
 - MSN 1871 (F) The Code of Practice for the Safety of Small Fishing Vessels of less that 15m length overall or
 - MSN 1872 (F) The Code of Practice for the Safe Working Practice for the Construction and Use of Fishing Vessels of 15m length overall to less than 24m registered length
- Fisheries Local Action Groups (FLAG) – to manage and administer FLAG EMFF grants on behalf of MMO

As a public authority, in certain situations, we may also be required by law to disclose information about you to other public authorities. For example, information may be disclosed where this is required to meet HMRC statutory requirements, any national security and/or law enforcement requirements. However, any personal data shared under this scheme is only to the extent, and in such manner, as is necessary for the purposes of the scheme or as is required by Law.

6. Storing information

All information collected under this scheme will be processed in line with the principles set out in HM Government Security Policy Framework, issued by the Cabinet Office, when handling, transferring, storing, accessing or destroying information.

We will only hold the information collected under this scheme while there is an ongoing business need or Regulatory requirement to retain the information.

7. Accessing and updating information

You have a right to request any personal information held by the MMO, including the information collected under this scheme, under Article 30 of GDPR/Section 7 of the Data Protection Act 1998 (DPA). You may do so by contacting the email address listed below.

Under the GDPR/Data Protection Bill/Act 2018 you have a number of rights, these include:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

The Defra's [personal information charter](#) sets the MMO's high level commitment to data protection.

Further information about the rights that you have under GDPR/Data Protection Bill/Act 2018 is accessible at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

You may also ask for any personal information about you collected under this scheme to be corrected, updated, amended and/or removed by contacting the email address listed below. However, your personal information cannot be removed once you have received and accepted an offer of EMFF grant as there is a Legal obligation to retain this information in accordance with EU Regulation 1303/2013 Article 140.

8.Complaints

You have the right to lodge a formal complaint with the ICO (supervisory authority) at any time. You can contact the ICO directly at:

<https://ico.org.uk/global/contact-us/>

Full details of your individual rights are available at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

9. Contact

If you have any questions about this privacy notice and/or the scheme you can contact us by using the following details:

European Grants Team

Lancaster House

Newcastle Upon Tyne

NE4 7YH

E-mail: emff.queries@marinemanagement.org.uk

Telephone: 0208 0265539