

# Privacy & Data Protection Policy

Whitby & District Fishing Industry Training School Limited and 54 North Maritime Training ("Whitby Fishing School", "WDFITS", "54 North Maritime" "we" or "us") are committed to promoting and protecting safe successful and rewarding Maritime training and safety. In order to do this we collect and use personal data.

This policy (together with any other documents referred to in it) describes what personal information we collect or obtain about you and how we use it.

This policy covers the following:

- A. Your consent to this privacy policy
- B. Information we may collect or receive about you
- C. How we use your information
- D. How we may share your information
- E. Retention of your information
- F. Where we store information about you
- G. Use of the Internet
- H. Your rights
- I. Access to information
- J. Changes to our privacy policy
- K. Contact details

## A. YOUR CONSENT TO THIS PRIVACY POLICY

If you undertake any of the following activities and provide personal data to us we will endeavour to make it clear why we need it and to obtain your specific consent to use it. Unless otherwise notified you will be treated as having consented to our use of your personal data under the terms of this Policy if you:

- visit any of the websites we may operate from time to time ("WDFITS") including
  - [www.whitbyfishingschool.co.uk](http://www.whitbyfishingschool.co.uk)
  - [www.54northmaritime.co.uk](http://www.54northmaritime.co.uk)
- become a trainee of the Whitby Fishing School;
- join any committee or volunteer for the Whitby Fishing School in any other capacity
- subscribe for email newsletters and updates
- or any child (under 18) for whom you are responsible participates as a member of any Whitby Fishing School learning or training activity;
- become an instructor, examiner, trainer , coach or other Whitby Fishing School qualification or appointment holder;
- use any Whitby Fishing School or its training partners' online training materials;
- use any of our facilities or the facilities of our recognised training centres;
- obtain any goods or services from us or from any of our recognised training centres;

- obtain from us or from any of our recognised training centres any training or coaching;
- undertake any assessment or examination provided by us or from any of our recognised training centres;
- ask us to provide any verification of any of your relevant qualifications or experience or refer any person to us to obtain any such verification;

For the purpose of the Data Protection Act 1998 (the Act), the data controller is the Whitby & District Fishing Industry School Ltd, Mission to Seafarers Centre, Haggarsgate, Whitby, North Yorkshire, YO21 3PP

## B. INFORMATION ABOUT YOU

We may collect and process the following data about you:

- **Information you give us:-**
  - You may give us information about you by filling in forms on any Whitby Fishing School website or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you do any of the following things:-
    - subscribe for email updates
    - book/purchase any of our goods or services;
    - register as a student or candidate for any examination or assessment, or training programme;
    - become an instructor, examiner, or trainer, or other appointment holder
    - in relation to any website, when you do any of the following things:
      - register to use any website;
      - visit any website (see above);
      - search any website for a product or service or for information or guidance;
      - report a problem with any website;
  - **The information you give us may include:-**
    - your name, address, e-mail address and phone numbers, financial information, personal description and photograph;
    - the name, address, email address and phone numbers of your next of kin and/or emergency contact;
    - details of any relevant training records and training plans;
    - details of your qualifications, assessment or training course provided by us or by any recognised training centre and any accompanying notes and observations regarding your performance;
    - details of your current occupation and employment history;
    - details of any relevant seafaring experience you may have;
    - health information including details of your age, gender, height, and any particular health conditions or mental or physical impairments you may have; and
    - any relevant dietary records and details of your dietary requirements.
  - **Information about you which we may receive from other sources.** We may receive information about you from others with whom we work, including:-
    - business partners;

- recognised training centres both in the UK and overseas (including countries outside of the European Economic Area ("EEA"));
- instructors, examiners and assessors;
- inspectors, assessors, quality insurance inspectorate, employers;
- enforcement agencies both in the UK and overseas (including countries outside of the EEA);
- advertising networks; and
- we may receive information about you from others on your behalf or at your request, for example if:
  - any person makes a booking for any of our training courses, facilities or other services on your behalf;
  - you are a minor and your parent or legal guardian provides us with information about you on your behalf; or
  - we take up references for you or seek verification of any of your qualifications from any referee you may have put forward;
- The information about you which we may receive from other sources may include:-
  - details of your prior qualifications and experience;
  - the results of any criminal records searches which we may conduct on our own behalf or on behalf of recognised training centres;
  - information received in the course of providing advisory services to recognised training centres on safeguarding and child protection.

## C. HOW WE USE YOUR INFORMATION

We use information held about you:

- to fulfil our obligations to you in the following ways:-
  - to administer and carry out our obligations arising from any contracts entered into between you and us and to provide you with any products and services that you request from us including: coaching and training services; and examination and assessment services;
  - to register you as a qualification or credential holder, or in some other capacity.
- to keep you updated in the following ways:
  - if you are already a client, to notify you of any further training opportunities either by letter, email or telephone;
  - to notify you of any changes or proposed changes in any laws, regulations or best practice in relation to maritime requirements or other related activities which we feel may be of interest to you;
  - to provide you with information about other goods and services we offer that are similar to those that you have already obtained, purchased or enquired about;
- in relation to the operation of websites which you use:
  - to ensure that content from the site is presented in the most effective manner for you and for your computer or mobile device;
  - to administer the site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;

- to identify and implement improvements in the operation of the site, the content included on the site and the way in which content is presented;
- to allow you to participate in interactive features of the site, when you choose to do so;
- as part of our efforts to keep the site safe and secure;
- to measure or understand the effectiveness and relevance of advertising on the site.
- in relation to the operation of any WDFITS Apps you may use, to administer and ensure the proper and secure operation of the app.
- **Other Uses of the information we hold about you.** We may also use the information we hold about you for the following additional purposes:-
  - if you apply for a job with us or to become a volunteer;
  - if you ask us to provide any verification of your qualifications or experience or if you refer any person to us to obtain any verification of your qualifications or experience, we may use your data to provide the verification sought;
  - to consider any complaints made to us about you which is of legitimate concern to us.

## **D. HOW WE MAY SHARE YOUR INFORMATION**

- We may share your information with certain third parties including:
  - government organisations, business partners, accommodation providers, for the performance of any contract we enter into with you;
  - examiners, assessors, trainers and coaches who require the data in order to provide services which you have requested or to conduct any examinations or assessments which you have requested;
  - Persons managed by us who require the data in order to look after your welfare and who may require to pass the information to emergency and medical services providers;
  - law enforcement agencies both in the UK and overseas;
  - to your prospective employers and any other persons you may refer to us for the purpose of obtaining from us any references or verification of your qualifications or experience;
- We may also disclose your personal information to third parties:
  - if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply any contract or terms in force between you and us; or to protect the rights, property, or safety of WDFITS, our clients, trainees or others.

## **E. RETENTION OF YOUR INFORMATION**

We may keep and process your personal data for so long as you are involved with the company and the wider maritime industry, where the data is obtained from you as a qualification or credential

holder or in some other capacity we may keep and process the data for so long as you continue, to our knowledge, to hold that qualification/ credential or other capacity.

We will within a reasonable time cease actively processing your data but may retain your data for the purpose of facilitating any legal requirement by any government organisation. In respect of RYA completed examination papers, these must be held by us for five years, or until the next SRC centre inspection, whichever is shorter.

Where your qualification or credential or other capacity in which we hold your data lapses we will continue to actively process your data for up to five years for the purpose of facilitating the renewal by you of such qualification or credential or other capacity.

We may also retain and process your personal data in a format that does not permit identification of you for historical and statistical purposes.

## **F. WHERE WE STORE YOUR PERSONAL DATA**

Staff will be engaged in, among other things, the fulfilment of your requirements, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy. Electronic data is held on a secure computer/server and all data on associated pcs are password protected. Data forwarded electronically to business partners or government organisations is encrypted to ensure security. All paper files are held in locked facilities and the company ensures safe disposal of any information which may identify an individual person/s under strict procedures. Mobile devices for out of office use are password protected.

## **G. USE OF THE INTERNET**

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## **H. YOUR RIGHTS**

- If we retain your personal data after you cease to be a qualification /credential holder or cease to hold the capacity in which the personal data was obtained from you then you have the right to ask us not to process your personal data. You can exercise this right at any time by contacting us at [info@whitbyfishingschool.co.uk](mailto:info@whitbyfishingschool.co.uk) and [info@54northmaritime.co.uk](mailto:info@54northmaritime.co.uk);
- Our site may, from time to time, contain links to and from the websites of our partner networks, and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

**I. ACCESS TO INFORMATION** The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request will be dealt with promptly in providing you with details of the information we hold about you. You can exercise this right at any time by contacting us at [info@whitbyfishingschool.co.uk](mailto:info@whitbyfishingschool.co.uk) and



info@54northmaritime.co.uk; any person requesting a copy of any original document which we have record of, must first give proof of identity and may be charged a fee.

## **J. CHANGES TO OUR PRIVACY POLICY**

Any changes we may make to our privacy policy in the future will be posted on all WDFITS websites. Please check back frequently to see any updates or changes to our privacy policy.

## **K. CONTACT**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to Whitby & District Fishing Industry Training School Limited or via email at info@whitbyfishingschool.co.uk or info@54northmaritime.co.uk.