

**Welsh Government**



**Byelaw 13A Authorisation Application form 2023-2024**

Llywodraeth Cymru  
Welsh Government

**Application to remove Mussels from Conwy Bay  
Mussel Fishery**

Title: ..... First name(s): ..... Surname: .....

Address: .....

.....

Post code: .....

Telephone No: ..... Mobile: .....

Email: .....

New application: Y/N    Renewal application: Y/N    Authorisation No: .....

Signature: .....

Completed forms **TOGETHER WITH A STAMPED ADDRESSED ENVELOPE**  
should be returned to: Hefyn Edwards, Marine and Fisheries Division, Welsh  
Government, Sarn Mynach, Llandudno Junction, Conwy, LL31 9RZ

Tel: 03000 253500

email: [MilfordHavenFisheriesOffice@gov.wales](mailto:MilfordHavenFisheriesOffice@gov.wales)

<b><u>Office use only:</u></b>	Date of Issue	Date of Expiry:
<b><u>Permit Number:</u></b>		

## ***Welsh Government Fisheries Management Team Privacy Notice (please read before filling in the application form)***

Your privacy is important to the Welsh Government and in line with the UK General Data Protection Regulations (UK GDPR) we have developed a Privacy Notice that covers why we collect and use your information. This privacy notice ensures that your personal data will be processed fairly and lawfully and in a transparent manner.

### **1. Background**

Please take a moment to familiarise yourself with our privacy practices and why we collect and process the data collected.

Upon receipt of your application the Welsh Government becomes the Data Controller for the personal data you provide us with.

The information we will collect and hold from your application may include your name, address, telephone/mobile number, email address, National Insurance number, evidence of required Health and Safety courses and evidence of your home address. On occasions where a photo permit is being applied for, we will also collect from you two passport size photographs.

Catch Return data you provide in line with legislation, will also be collected and held.

### **2. What do we do with your information?**

The purpose of collecting this data is for Welsh Government to provide you with the fisheries licenses, permits and registrations you request from the Welsh Government.

Contact information is required to ensure that you receive up to date information regarding the opening and closing of fisheries and any other important information deemed necessary for the safe management of a sustainable fishery.

Catch Returns, at the individual cockle bed level, are used to assist us in monitoring the fishery in the exercise of our official duty and to provide for the future viability of the fisheries concerned.

### **3. Who do we share your information with?**

The collected information may be shared with several Welsh Government Departments for marine and fisheries business. Where necessary your information may also be passed on to Statutory Bodies such as, but not confined to, Local Authorities or the Gangmasters and Labour Abuse Authority so they may contact you about matters concerning the regulation of fishing activity. Your data may also be accessed by agencies, authorised by Welsh Government, for the purpose of validating your eligibility for financial, business or health and safety grants.

### **4. How long will we keep your information?**

Welsh Government will only retain your personal data for 4 years and for the purposes set out in this document.

After this point the collated data will either be deleted or anonymised in line with best practices and used only for statistical and research purposes.

### **5. Your rights in relation to your information.**

Under the data protection legislation, you have the right:

- to access the personal data the Welsh Government holds on you
- require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection

The contact details for the Information Commissioner's Office are:

Customer Contact  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)

**6. The Freedom of Information Act and your Information**

The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by public bodies, including the Welsh Government. The information you provide us may be the subject of a freedom of information request by another member of the public. We would consult with you to seek your views before responding to such a request.

**7. Changes to this policy**

The Welsh Government may make changes to this privacy policy at any time and you will be notified of any changes immediately.

For further information on your information rights

Data Protection Officer  
Welsh Government  
Cathays Park  
CARDIFF  
CF10 3NQ  
Email: [Data.ProtectionOfficer@gov.wales](mailto:Data.ProtectionOfficer@gov.wales)