



# OCEAN STEWARDSHIP FUND – PRIVACY POLICY

## INTRODUCTION

This policy sets out how the Marine Stewardship Council (MSC) collects, processes and stores your personal data when it is provided to the MSC as an applicant to the MSC Ocean Stewardship Fund (OSF). This policy is intended to be read and understood by those individuals, who are therefore referred to in this document as "you".

The MSC is headquartered at Marine House, 1-3 Snow Hill, London, EC1A 2DH.

The MSC is a data controller of your personal data.

This policy is relevant to your legal rights and obligations so please read it carefully. If you have any questions, please contact us via [OSF@msc.org](mailto:OSF@msc.org)

## 1. PERSONAL DATA WE COLLECT

- 1.1. Personal information, such as contact information, address, telephone numbers and email addresses of all applicants are submitted to the MSC via an application process administered by the MSC OSF. This information is stored and processed by the MSC.

## 2. WHY DO WE COLLECT AND USE THIS INFORMATION?

- 2.1. The MSC collects this information for several reasons: (1) to allow the MSC to evaluate the eligibility and suitability OSF grant applications; (2) to make publicly available the names of successful applicants along with any grant outputs and impacts, by publishing such information in press releases, annual reports, on the MSC website and other channels to recognise your achievement; (3) to keep an accounting record of all financial transactions made to successful applicants in compliance with the UK Companies Act.
- 2.2. We may also use your personal data for enforcing the terms of agreements and for regulatory, legal and auditing purposes.
- 2.3. When you submit an application to the OSF, your application will be internally reviewed to help us make a decision. If your application for an OSF grant is successful, details concerning the grant, including the applicant's name, may be made publicly available on the MSC's website and other media outlets, e.g. annual report, a press release.



- 2.4. For the Transition Assistance Fund (TAF), Science and Research Fund (SRF), Student Research Grants (SRG) and Innovation Fund, the MSC may also use this information to contact you about potential communications opportunities to help promote your OSF project. This will include:
  - 2.4.1. actively promoting your project to the media, seeking opportunities for journalists to interview you that could involve sharing your contact details with them once additional written permission is gained from you (email correspondence would suffice).
  - 2.4.2. actively approaching you for additional videos, photographs or updates around your project for our own communications channels, on our website, through emails, newsletters, social media and in press releases or other marketing activities in relation to your project that promote the MSC and/or the OSF.
- 2.5. If the application is unsuccessful, the MSC will not retain your information after we have informed you of the outcome of your application.
- 2.6. The MSC will not use this information for MSC marketing purposes.
- 2.7. Should you choose to no longer receive communications from the MSC about potential communications opportunities to help promote your OSF project, please email [OSF@msc.org](mailto:OSF@msc.org)

### **3. LAWFUL PROCESSING OF YOUR PERSONAL DATA**

- 3.1. MSC will use your data to satisfy legitimate interests of the MSC in the effective and lawful operation of our website and implementation of our programme. We may also use your personal data for our legitimate interests identified above, including enforcing the terms of any other agreement between us and for regulatory, legal and auditing purposes.

### **4. WHO DO WE SHARE YOUR DATA WITH?**

- 4.1. MSC will never share or sell your personal information with any third party.
- 4.2. Our suppliers, such as our IT services contractors, may have access to personal data stored on our systems, to the extent necessary to fulfil services to us.
- 4.3. Under certain circumstances we may disclose your personal data as permitted under applicable laws and/or regulations, for example, to protect a third party's rights, property, or safety.



## 5. WHERE WE HOLD AND PROCESS YOUR PERSONAL DATA

5.1. In general, the majority of all personal data held by the MSC is stored on servers in the UK or European Union (the EU). Some or all of your personal data may be stored outside of the UK or EU for any reason, including for example, if our email server is located in a country outside the UK or EU or if any of our service providers or their servers are based outside of the UK or EU. Other than in exceptional circumstances, we shall only transfer your personal data to organisations that have provided adequate safeguards in respect of your personal data. Where the laws applicable to a recipient are not recognised as providing adequate protection for personal data, the adequate safeguards we will employ, if any, will be those approved under UK law, including data transfer contracts based on the so-called "Standard Contractual Clauses", or so-called "Processor Binding Corporate Rules". You can obtain additional information by contacting us using the contact details provided above.

## 6. COOKIES

6.1. Please see the [MSC's privacy policy](#) for information on the use of cookies.

## 7. YOUR RIGHTS

- 7.1. Subject to applicable law and its exemptions, you generally have the right:
- 7.1.1. to ask us for a copy of personal data about you;
  - 7.1.2. to correct or delete that personal data;
  - 7.1.3. to restrict the processing of that personal data;
  - 7.1.4. in the case of personal data you provided, or which is used to perform a contract with you, to obtain a "portable" copy of that personal data and to ask us to share that data with another organisation.
- 7.2. In addition, you can object to the processing of your personal data in some circumstances (in particular, where we don't have to process the information to meet a contractual or other legal requirement, or where we are using the information for direct marketing).
- 7.3. These rights may however be limited, for example if fulfilling your request would reveal personal data about another person, would infringe the rights of another person or legal entity (including our rights), or if you ask us to delete or change data which we are required by law to keep (or have other compelling legitimate interests in keeping). We will inform you of relevant exemptions we need to rely on, when responding.
- 7.4. To exercise these rights, or any other rights you may have under applicable laws, please contact us at [OSF@msc.org](mailto:OSF@msc.org)



- 7.5. Please note, we reserve the right to reject the request or to charge an administrative fee if your request is manifestly unfounded or excessive.
- 7.6. If you have any complaints in relation to this policy or otherwise in relation to our processing of your personal data, you can contact a supervisory authority. In the UK, this is the Information Commissioner, see [www.ico.org.uk](http://www.ico.org.uk)
- 7.7. Our website may contain links to other sites of interest. Once you have used these links to leave our website, you should note that we do not have any control over that other site. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this policy. You should exercise caution and look at the privacy policy applicable to the site in question.

## 8. RETENTION

- 8.1. Data will be held for the duration of the application process, or until the MSC receives a request to remove an applicant's information. Unsuccessful applicant information will be removed 6 months after the completion of the application process. For successful applications, we shall retain your personal data only for as long as it is needed as outlined within section 2. In most circumstances, this means no longer than 7 years from the conclusion of the project or, with respect to the RAF, the date of payment.

## 9. GENERAL

- 9.1. We may change the terms of this policy from time to time. If we make material (potentially adverse) changes to how we treat personal data, we will, to the extent necessary, endeavour to notify you either via email (if we have appropriate contact details) or by putting a specific notice on our website. Less significant changes may not be actively publicised in that way. You are responsible for regularly reviewing this policy so that you are aware of any changes to it. If you continue to use our website or accept grant funding after the time we state the changes will take effect, you will have accepted the changes.