



SUBJECT ACCESS REQUEST FORM FOR VMS DATA

Date request received

For Official use only

The purpose of this form is to enable us to understand the nature of your query and provide you with the correct information for your purposes.

Subject Access Requests – Individuals have a right of access to personal data held on them by organisations processing personal data such as Government departments under section 7 of the Data Protection Act 1998 (DPA). The right of access is subject to certain limited exemptions set out in the DPA. A request by an individual for access to his personal data is known as a “subject access request” (SAR).

The right of subject access only applies to data (information), which amounts to “personal data” within the meaning of the DPA. Essentially, data relating to a living individual who can be identified from that data and other information will be “personal data” and therefore covered by the Act. This covers requests that you submit for fishing vessel(s) you own.

It is vital to ensure that your information is not disclosed to people who have not been authorised to act on your behalf of a particular individual. Any request made by a person purporting to act on behalf of you must be accompanied by a signed authorisation by yourself.

In the case of Subject Access Requests we have 40 calendar days to respond to your request. Request submitted using this form should be emailed to the MMO Access to Information Team at accesstoinformation@marinemanagement.org.uk

Please read the section below which outlines what we can provide then complete your contact details and what you require in the sections “Your Information” and “Details Of Your Request”.

WHAT WE CAN PROVIDE

We can provide you with your vessels VMS data in two different forms; the actual positional data and screenshots- showing a visual plot of the vessel’s movements.

Positional Data – We can provide details of the VMS reports received from your vessel during the specified period. The data supplied will show the Date and time of report, Latitude, Longitude, Area, Rectangle, Subsquare, Course and Speed. This can be provided as :

- a hardcopy document
- an excel workbook or
- a PDF document.

Visual screenshots – In certain circumstances we may be able to provide visual screenshots of the VMS reports received from your vessel for the period you have specified. However, this involves the creation of new information not automatically held by the MMO and is therefore in addition to your rights under the DPA. As such, data in this format is provided at our discretion, subject to levels of resource available at the time a request is received. This can be provided as :

- a hardcopy document
- a PDF document

YOUR INFORMATION

Name of Vessel and PLN			
Person Requesting Data			
Postal Address <i>(Only applicable if you request a hard copy response)</i>			
Company Name <i>(If appropriate)</i>			
Status of applicant	Owner of vessel	<input type="checkbox"/>	Skipper /Representative <input type="checkbox"/>
Contact Name for data request if different from above			
Landline number		Mobile number	
Email address			

DETAILS OF YOUR REQUEST

Please indicate below the details of your request entering the time period you require by clicking in the box and choosing the dates from the calendar.

Period Start Date		Period End date	
Simply enter a tick by clicking on the appropriate box to indicate the type of data and the format in which you want the response to take.			
Data Required		Hard Copy	Excel Workbook
			PDF document
Positional Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual screenshots	<input type="checkbox"/>	<input type="checkbox"/>	N/A <input type="checkbox"/>

ADDITIONAL INFORMATION IN RELATION TO YOUR REQUEST

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