

Department for Environment, Food and Rural Affairs

Annex A. Candidate HPMA Consultation data submission form

Several of our consultation questions provide the opportunity to submit additional evidence relevant to the candidate HPMA's. This evidence may include environmental, social and economic data. This form is intended to be completed and submitted alongside any additional data or evidence you wish to provide. Please see the section below for details on our evidence standards and our privacy notice relating to any personal information collected.

Evidence standards

Please submit evidence in electronic format accompanied by this data submission form. For large files that cannot be submitted via the online form please notify us via email at HPMA@defra.gov.uk, and we can make arrangements with you to ensure we can access the data. Data should be provided in a usable and processable format otherwise we will not be able to consider it. If you have any queries relating to the format of your data, please contact us to discuss. We will process and analyse evidence as we receive it throughout the consultation period, it is therefore helpful if you provide your evidence as early as possible.

All scientific data considered for inclusion or exclusion will be shared as required within the Defra Marine Family¹. We will reference socio-economic data used in the final assessments of sites in the Impact Assessment accompanying designations.

The submission of data to Defra during the HPMA consultation confirms the Data Owner's agreement to grant "Defra Marine Family" permission to access, hold and use the material for the purposes of further informing the recommendations, designation, and management of pilot HPMA's, as well as for other future use. This includes any personal information associated with the submission included on this data submission form or within metadata associated with the data submitted.

We encourage openness and transparency in the provision and use of data and information. Our intention is to make all material we hold publicly available for re-use under the Open Government Licence (OGL)², with the exception of information that is personal, sensitive, or confidential, or that contains third party rights we are not authorised to license. Where material cannot be released under the OGL we may still make high level information on the data (e.g. metadata) publicly available. Please identify in your response any restrictions on use of the submitted information.

¹ "Defra Marine Family" refers to Department of Environment Food and Rural Affairs ("Defra"); Natural England, Joint Nature Conservation Committee ("JNCC"), Marine Management Organisation, Inshore Fisheries Conservation Authority, Environment Agency and Centre for Environment, Fisheries and Aquaculture Science ("Cefas").

² <https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>

Privacy notice

Defra are the UK government department responsible for safeguarding our natural environment, supporting our world-leading food and farming industry, and sustaining a thriving rural economy.

The data controller is the Department for Environment, Food and Rural Affairs (Defra). If you have any questions about how Defra uses your data or your associated rights, email Defra's Data Protection Manager data.protection@Defra.gov.uk

The Data Protection Officer responsible for monitoring that Defra is meeting the requirements of the legislation can be contacted by email at: DefraGroupDataProtectionOfficer@Defra.gov.uk

Defra is collecting your personal data in order to keep an audit of who provided certain datasets to us during the candidate HPMA public consultation and to be able to provide a contact for these datasets.

Your personal data will be shared with organisations within the Defra Marine family. Usually, your personal data will be stored on Defra, or Defra Marine Family internal servers for two years after the consultation has closed, when it will be deleted. If, however, ecological or socio-economic data provided is made publicly available under the Open Government License then it may be that personal information such as contact details are also made publicly available to third parties and stored on our systems for a longer period of time. We will not:

- sell or rent your data to third parties
- share your data with third parties for marketing purposes

We will not share your data with any other third parties, except where we are required to do so by law or court order, to detect or prevent crime, or to apprehend or prosecute offenders.

As this data is being provided as part of a statutory consultation, your personal data is being processed on public interest grounds.

You are entitled to access any of your personal data which we hold. If you wish for us to send you a copy, please contact Defra (data.protection@defra.gov.uk) with as much detail as possible on the information you would like us to provide, and we will respond within one month.

You have the right to object to the processing of your data. You also have the right to request that we restrict or stop processing, rectify or delete your data. Where the data we hold has not been supplied by yourself, you are entitled to ask how we obtained the data. Please contact Defra (data.protection@defra.gov.uk) if you wish to progress any of these rights in this case.

A list of your rights under data protection law is accessible at:

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

You have the right to lodge a complaint about the use of your personal data at any time with the Information Commissioner's Office (ICO – the data protection supervisory authority). If you wish to exercise that right, full details are available at:

[Make a complaint | ICO](#)

Please also see Defra's Personal Information Charter, accessible by the following hyperlink, which broadly sets out details of Defra's processing of personal data:
<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs/about/personal-information-charter>

Please submit the following information for environmental and/or social/ economic data being submitted. **Please note that if the information requested is not provided we may be unable to use the data you submit.**

Contact name³:

Email:

Telephone:

Candidate HPMA this data relates to⁴:

How can this data be accessed? Please specify whether this data can be accessed online, providing links where appropriate, or whether it has been submitted alongside this submission form.

Please confirm we may re-use the data provided under the terms of the Open Government Licence, or specify any copyright restrictions or restrictions on use (including attribution of any third-party rights in the data):

³ This can be a person's name or a generic organisational email address if preferred.

⁴ If national then please specify this.

Section 1: Environmental evidence

Data owner:
Type of data (e.g. geophysical/bathymetric/geotechnical/environmental):
Date data was collected:
Survey/data name:
Data co-ordinates OR for full coverage maps, perimeter coordinates or GIS of area:
Data contractor:
Purpose of data collection:
Type(s) of data obtained (e.g. geophysical/bathymetric/geotechnical/environmental/):

Method(s) of acquisition (e.g. 0.1m² hamon grab samples/survey format):

Processing method(s):

Output(s) (please include file names if possible):

Quality assurance/control method(s), include reference to standards where possible and / or detail of peer review where relevant:

Section 2: Social and/or economic evidence

Data owner:

Type of data (e.g. social and/or economic cost information, activities locations):

Data sample (sociodemographic characteristics/geographical scope)

Date of data collection:

Type(s) of data obtained (e.g. aspects of socio economic data):

Method(s) of acquisition (survey format):

Quality assurance/control method(s), include reference to standards where possible and / or detail of peer review where relevant:

Non-survey socio-economic data (e.g. plotter info) please use this space for description of data, how and when data was derived and any quality assurance process)