

River Yealm Harbour Authority

Data Privacy Policy

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our mooring holders, applicants for moorings, suppliers and employees, how we use it, how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Notice from time to time without prior notice, but amendments will not be made retrospectively.
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information commissioner (www.icogov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

- 2.1 We are the River Yealm Harbour Authority. We can be contacted at Yealm Steps, Yealm Rd, Newton Ferrers, Devon. PL8 1BN, 01752 872533, office@yealmharbourauthority.co.uk.

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Mooring holders and mooring applicants name, address, telephone numbers, email address(es).	Managing the mooring holders’ licences, renewals and mooring applicants’ applications. Allocating moorings. Invoicing for moorings. Occasionally, circulating information of community interest.	Performing the Authority’s contract with licence holders and applicants. For the purposes of our legitimate interests in operating the Authority.
Emergency contact details.	Making contact in the event of an emergency.	Protecting licence holders’ and others’ vital interests.
Employees and suppliers name, address, telephone numbers, e-mail address(es).	Managing employment and supply contracts. Making returns to government departments (eg PAYE).	Performing the Authority’s contracts with employees and suppliers.
Bank Account details of employees and suppliers.	Paying employees and suppliers.	Performing the Authority’s contracts with employees and suppliers.
Committee members name, address, telephone numbers, email addresses.	Contacting committee members. Providing details as required to third parties (eg banks).	Performing the Authorities functions.

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EU without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, unauthorised alteration or destruction.

- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
- 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf. However, we disclose only the personal data that is necessary for the third party to deliver the services and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

- 6.1 we will hold your personal data on our systems for as long as you are a mooring holder, applicant for a mooring, employee or supplier and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to so , we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your Rights

- 7.1 You have rights under the GDPR:
 - (a) To access your personal data
 - (b) To be provided with information about how your personal data is processed
 - (c) To have your personal data corrected
 - (d) To have your personal data erased in certain circumstances.
 - (e) To object to or restrict how your personal data is processed
 - (f) To have your personal data transferred to yourself or to another business in certain circumstances.
- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner;

<https://ico.org.uk/concerns/>

0303 123 1113

Information commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to the HM at the above (Para 2) address.