



## **BRIDPORT & LYME REGIS HARBOUR GDPR PRIVACY NOTICE**

### **Privacy Notice**

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

### **Who we are**

Bridport & Lyme Regis Harbours as part of Dorset Council collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

### **The personal information we collect and use**

Please see the following Annexes for the personal information that we deal with:

Annex A – Management of Mooring Application Agreement Information

Annex B – Management of Storage Application Agreement Information

Annex C – Management of Season Ticket Application Agreement Information

Annex D – Management of All General Harbour Office Information

### **Your rights**

Under the [General Data Protection Regulation](#) you have a number of important rights that may be exercised free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your personal information
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object in certain other situations to our continued processing of your personal information

- otherwise restrict our processing of your personal information in certain circumstances

For further information on each of those rights you can visit the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk).

If you would like to exercise any of those rights, please:

- email, call or write to our Data Protection Officer via the following methods:

|           |   |
|-----------|---|
| Email     | <a href="mailto:dataprotection@dorsetcouncil.gov.uk">dataprotection@dorsetcouncil.gov.uk</a>      |
| Telephone | 01305 838125  |
| Address   | Dorset Council, Data Protection Officer, South Walks House, South Walks Road, Dorchester, DT1 1UZ |

In order that we can comply with such a request as soon as possible, it would be useful if you could provide the following information within your initial request:

- let us have enough information to identify you (e.g. reference, account number, user name, registration details),
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information to which your request relates.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

If you would like to find out more about protecting your personal information, please visit [www.getsafeonline.org](http://www.getsafeonline.org). Get Safe Online is supported by HM Government and leading businesses.

### **How to complain**

We hope that our Data Protection Officer can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](http://www.ico.org.uk) also gives you the right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

### **Changes to this privacy notice**

This privacy notice was updated on 1 May 2019. When amendments are made to this page we will update this section. We recommend that you review this section from time to time so that you are aware of the latest version of this notice.

### **How to contact us**

Please contact our Data Protection Officer if you have any questions about this privacy notice or the information we hold about you.

Our Data Protection Officer's contact information can be found in the table above.

### **Do you need extra help?**

If you would like this notice in another format (for example: audio, large print, braille) please contact using the telephone number provided above.

## **Annex A – Management of Mooring Application Licence Agreement Information**

### Information collected by us

We collect information about you when you complete a Mooring Application and subsequent forms that are needed to complete the process of allocating and managing a mooring. For the Mooring Application Agreement it is necessary that we collect the following personal information from you:

- Name, address, telephone numbers and e-mail addresses
- Vessel Insurance details
- Council Tax reference number

### How we use your personal information

We use your personal information, in the manners specified below:

- To manage your Mooring Application Agreement
- To share information with you that we feel is relevant to the service that we provide to you as a mooring holder at Bridport or Lyme Regis Harbour.
- To provide safety related information

### Who we share your personal information with

On occasion, we may share your personal information with:

- HM Coastguard – Search and Rescue or other emergency services
- Law enforcement or other authorities if required by applicable law
- Other appropriate Dorset Council departments

Where this occurs we will attempt to ensure that appropriate safeguards are in place.

- We will not share your personal information with any other third party without your permission

This data sharing enables us to ensure the best service is delivered. We do not anticipate that our data-transferring arrangements will involve a transfer outside of the European Economic Area (EEA).

### Whether information has to be provided by you, and if so why

The provision of the personal data (as set out above) is required from you to enable us to manage your Mooring Application Agreement, to comply with the Harbours Acts and to share information with you that we feel is relevant to the service that we provide to you as a mooring holder at Bridport & Lyme Regis Harbour. We will inform you at the point of collecting information from you, whether you are required to provide the information to us and what impact failing to provide this information may have.

### How long your personal information will be kept

We will hold the personal data provided by you for as long as you remain a mooring holder at either Bridport or Lyme Regis Harbour. When you are no longer a mooring

holder, personal data is retained for 3 years. We may retain documentation for archiving or in order to comply with other statutory obligations for an additional period of time.

#### Reasons for collecting and using your personal information

Where the service is one that we are required to provide by virtue of our local authority status, we will rely upon public task as our lawful basis for processing. If we are providing a service that is not required or expected from us by law then we will rely on contract, and steps taken prior to entering a contract, as the lawful basis on which we collect and use your personal data.

## **Annex B – Management of Storage Application Licence Agreement Information**

### Information collected by us

We collect information about you when you complete a Storage Application and subsequent forms that are needed to complete the process of allocating and managing storage. For the Storage Application Agreement it is necessary that we collect the following personal information from you:

- Name, address, telephone numbers and e-mail addresses
- Vessel Insurance details

### How we use your personal information

We use your personal information, in the manners specified below:

- To manage your Storage Application Agreement
- To share information with you that we feel is relevant to the service that we provide to you as a storage holder at Bridport or Lyme Regis Harbour.
- To provide safety related information

### Who we share your personal information with

On occasion, we may share your personal information with:

- HM Coastguard – Search and Rescue or other emergency services
- Law enforcement or other authorities if required by applicable law
- Other appropriate Dorset Council departments

Where this occurs we will attempt to ensure that appropriate safeguards are in place.

- We will not share your personal information with any other third party without your permission

This data sharing enables us to ensure the best service is delivered. We do not anticipate that our data-transferring arrangements will involve a transfer outside of the European Economic Area (EEA).

### Whether information has to be provided by you, and if so why

The provision of the personal data (as set out above) is required from you to enable us to manage your Storage Application Agreement, to comply with the Harbours Acts and to share information with you that we feel is relevant to the service that we provide to you as a storage holder at Bridport & Lyme Regis Harbour. We will inform you at the point of collecting information from you, whether you are required to provide the information to us and what impact failing to provide this information may have.

### How long your personal information will be kept

We will hold the personal data provided by you for as long as you remain a storage holder at either Bridport or Lyme Regis Harbour. When you are no longer a storage holder, personal data is retained for 3 years. We may retain documentation for archiving or in order to comply with other statutory obligations for an additional period of time.

### Reasons for collecting and using your personal information

Where the service is one that we are required to provide by virtue of our local authority status, we will rely upon public task as our lawful basis for processing. If we are providing a service that is not required or expected from us by law then we will rely on contract, and steps taken prior to entering a contract, as the lawful basis on which we collect and use your personal data.

## **Annex C – Management of Season Ticket Application Licence Agreement Information**

### Information collected by us

We collect information about you when you complete a Season Ticket Application and subsequent forms that are needed to complete the process of administering and managing a season ticket licence. For the Season Ticket Application Agreement it is necessary that we collect the following personal information from you:

- Name, address, telephone numbers and e-mail addresses
- Vessel Insurance details

### How we use your personal information

We use your personal information, in the manners specified below:

- To manage your Season Ticket Application Agreement
- To share information with you that we feel is relevant to the service that we provide to you as a season ticket holder at Bridport or Lyme Regis Harbour.
- To provide safety related information

### Who we share your personal information with

On occasion, we may share your personal information with:

- HM Coastguard – Search and Rescue or other emergency services
- Law enforcement or other authorities if required by applicable law
- Other appropriate Dorset Council departments

Where this occurs we will attempt to ensure that appropriate safeguards are in place.

- We will not share your personal information with any other third party without your permission

This data sharing enables us to ensure the best service is delivered. We do not anticipate that our data-transferring arrangements will involve a transfer outside of the European Economic Area (EEA).

### Whether information has to be provided by you, and if so why

The provision of the personal data (as set out above) is required from you to enable us to manage your Season Ticket Application Agreement, to comply with the Harbours Acts and to share information with you that we feel is relevant to the service that we provide to you as a mooring holder at Bridport & Lyme Regis Harbour. We will inform you at the point of collecting information from you, whether you are required to provide the information to us and what impact failing to provide this information may have.

### How long your personal information will be kept

We will hold the personal data provided by you for as long as you remain a season ticket holder at either Bridport or Lyme Regis Harbour. When you are no longer a season ticket holder, personal data is retained for 3 years. We may retain



documentation for archiving or in order to comply with other statutory obligations for an additional period of time.

#### Reasons for collecting and using your personal information

Where the service is one that we are required to provide by virtue of our local authority status, we will rely upon public task as our lawful basis for processing. If we are providing a service that is not required or expected from us by law then we will rely on contract, and steps taken prior to entering a contract, as the lawful basis on which we collect and use your personal data.

## **Annex D – Management of All General Harbour Office Information**

### Information collected by us

We collect information about you when you complete application forms as part of your visit to Bridport or Lyme Regis Harbour or as part of a request for a particular service that we offer. The types of personal information that is collected are any or all of the following:

- Name, address, telephone numbers and e-mail addresses

### How we use your personal information

We use your personal information, in the manners specified below:

- To provide a service that you are requesting
- To understand customer trends, profiles and behaviours
- To provide safety information
- To monitor and respond to feedback
- To ensure the validity of any offer that is being made
- To process payments
- Share information with you; that we feel is relevant to the service that we provide.

### Who we share your personal information with

On occasion, we may share your personal information with:

- HM Coastguard – Search and Rescue or other emergency services
- Law enforcement or other authorities if required by applicable law
- Other appropriate Dorset Council departments

Where this occurs we will attempt to ensure that appropriate safeguards are in place.

- We will not share your personal information with any other third party without your permission.

This data sharing enables us to ensure the best service is delivered. We do not anticipate that our data-transferring arrangements will involve a transfer outside of the European Economic Area (EEA).

### Whether information has to be provided by you, and if so why

The provision of the personal data (as set out above) is required from you to enable us to provide a high quality service and to keep you informed of essential information including safety items. We will inform you at the point of collecting information from you, whether you are required to provide the information to us.

### How long your personal information will be kept

Personal data provided by you that relates to a financial transaction is retained for a period of up to six years for own auditing purposes.

Personal data provided by you to enter into a contract with us or receive a service will be retained as long as you remain a customer at Bridport or Lyme Regis Harbour or for a maximum period of 3 years. Personal data provided via feedback forms and questionnaires are retained for 1 year.

We may retain documentation for archiving or in order to comply with other statutory obligations for an additional period of time.

You can choose to stop hearing from us via our monthly e-newsletter by unsubscribing using the link provided or using the contact details set out above.

#### Reasons for collecting and using your personal information

Where the service is one that we are required to provide by virtue of our local authority status, we will rely upon public task as our lawful basis for processing. If we are providing a service that is not required or expected from us by law then we will rely on contract, and steps taken prior to entering a contract, as the lawful basis on which we collect and use your personal data.