

## Privacy Notice

Yarmouth Harbour Commissioners (YHC) is committed to ensuring that your privacy is protected. This Privacy Notice explains the personal information we collect from you, what we do with it and who it might be shared with.

We may need to change this Privacy Notice at any time and from time to time. The most recent version of the Privacy Notice can be identified by the version and date of issue. All updates and amendments are effective immediately upon notice. We may give notice by any means, including but not limited to, by posting a revised version of this Privacy Notice on the YHC website.

### 1. What we need

Yarmouth Harbour Commissioners is a Controller of the personal data you (data subject) provide us.

We may receive personal information from you when you enquire about or receive a product or service from us, or you may “opt in” to receiving marketing information or other news about the harbour from us. This may be communicated verbally, electronically or in paper format.

We may collect some of the following types of personal data from you:

- Title
- Name
- Address
- Email Address
- Telephone Numbers
- Payment Information
- Particulars of your Vessel
- Photo ID
- Information provided by cookies and similar technologies
- Copy of Boat insurance Policy / Bill of Sale
- Copy of Council Tax Bill
- Copy of Utility Bill

### 2. Why we need it

We will only process your data when we have a legitimate reason to do so, for example:

- For the performance of a contract or to take steps to enter into a contract for a product or service and the data subject is party to that contract. Examples of contracts include annual, long term or short-term moorings, visitor moorings, use of the dinghy park, slipways, crane and other facilities and services provided by the YHC
- To comply with a legal obligation to which the Controller is subject
- To protect the vital interests of the data subject or another person
- To perform a task carried out in the public interest or in the exercise of official authority vested in the Controller
- For the purposes of the legitimate interests pursued by the Controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject
- In order for us to determine your eligibility for an annual mooring licence, we require proof of boat ownership and proof of local residency

Please note that YHC do not require your consent where we are processing your data on a lawful basis.

### 3. What we do with it

Your personal data is processed in Yarmouth Harbour located in England, United Kingdom. Hosting and storage of your data takes place in Yarmouth Harbour facilities and authorised third party service providers which are located in the UK.

No third party providers have access to your data, unless specifically required by law or because the access is essential to the running of the service which they supply.

We, our agents or both, use your personal data to:

- Identify you when you contact us
- Keep records of products and services you have enquired about or we have provided to you and to contact you in relation to these
- Establish if you meet eligibility criteria (for example annual mooring license criteria)
- To contact you regarding any incidents in the harbour and any safety issues related to your use of the harbour

### 4. How long we keep it

As a general principle, YHC has a data retention period of a maximum of 7 years after the last provision of a product or service. This period may be extended for example:

- Where we need to comply with legal obligations
- Ongoing investigations from legal authorities, if there is a chance records of personal data are needed by the Harbour to prove compliance with any legal requirements; or
- When exercising legal rights in cases of lawsuits or similar court proceeding recognised under local law
- If you have opted in to receive marketing information, the data may be retained until you opt out

After this retention period, your personal data will be irreversibly destroyed. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

### 5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted. Please contact us by email at [info@yarmouth-harbour.co.uk](mailto:info@yarmouth-harbour.co.uk)

In the event that you wish to complain about how we have handled your personal data, please contact the Yarmouth Harbour Commissioners by email at [info@yarmouth-harbour.co.uk](mailto:info@yarmouth-harbour.co.uk) or in writing to Yarmouth Harbour Commissioners, The Quay, Yarmouth, Isle of Wight, PO41 ONT. We will then look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact the Information Commissioners Office on Telephone 0303 123 1113 or electronically at <https://ico.org.uk/concerns/> and raise a complaint with them.