



## **Privacy Notice – Salcombe Harbour Authority**

South Hams District Council takes your privacy seriously. We will use your information in order to provide you with services from Salcombe Harbour Authority. This notice sets out what we will do with your personal information and who we may share it with in respect of the above.

### **What information about you do we collect?**

We collect the following information:

- Full name
- Address
- Email address
- Telephone number

### **How do we collect information about you?**

Relevant personal data will be collected:

- Directly from you as the data subject

### **How will your personal data be used?**

Your personal data will be used in the following ways:

- To administer services the harbour provides, as detailed in our [rates and charges document](#).
- To ensure compliance with the conditions of use of the harbour
- To keep you informed about news, events and activity in relation to the harbour
- To contact you to seek your views and information in relation to your use of the harbour. This may involve sending you surveys.

### **The Legal basis for processing your data**

Your personal data is processed under the following legal bases:

- Article 6 1(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes. In some cases consent will be relied upon in order to contact you. If you do not wish to receive this information, you can withdraw your consent and we will make sure we no longer contact you.
- Article 6 1(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Without your personal data, we will be unable to provide you with services.
- Article 6 1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. The appropriate legislation Salcombe Harbour Authority discharges its statutory duties and responsibilities detailed in the Harbours, Docks and Piers Clauses Act 1847.

### **Who will your personal data be shared with?**

We may share personal data with other departments within the Council and external organisations in the following circumstances:



- For law enforcement, criminal prosecutions and Court proceedings.
- If we need to establish, exercise or defend our legal rights, including the prevention and detection of fraud or protecting public interests.
- Where the department or organisation has a lawful right to the data, such as where an Act of Parliament enables access to it.

The personal information you provide will not be used for any other purpose, unless required by law, to prevent or detect crime or to protect public funds.

We will never sell your data to anyone else.

### **Transferring of data outside of the EU**

Your data will not be transferred outside of the EU. It will be securely stored electronically within the UK only, unless it was necessary for safeguarding or for the prevention and detection of crime.

### **Length of time we keep your information.**

We will retain personal data for no longer than 6 years from when the record was created.

### **Individual rights**

You have a number of rights under the General Data Protection Regulations. These can be found on the ICO website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

If you would like to exercise any of these rights, please email [data.protection@swdevon.gov.uk](mailto:data.protection@swdevon.gov.uk).

### **The Data Controller for your information**

The Data Controller for this information is South Hams District Council, Follaton House, Plymouth Road, Totnes, Devon TQ9 5NE.

### **Data Protection Officer**

We have a duty to appoint a Data Protection Officer. Our Data Protection Officer is Drew Powell, South Hams District Council, Follaton House, Plymouth Road, Totnes, Devon TQ9 5NE

If you have any queries about our privacy notices or would like to exercise your data rights or make a complaint, please contact the Data Protection Officer by emailing [data.protection@swdevon.gov.uk](mailto:data.protection@swdevon.gov.uk), telephoning 01803 861234 or writing to them at Data Protection Officer, South Hams District Council, Follaton House, Plymouth Road, Totnes, Devon TQ9 5NE

If you are not happy with how we have handled your complaint, you have the right to contact the Information Commissioner's Office to raise your concerns about how we have processed your information or how we have responded to your request to exercise any of your rights in relation to your information:

- Telephone them on 0303 123 1113
- Visit their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)
- Write to them at:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF