

Privacy Notice for Port of Ramsgate

Introduction

This notice is provided within the context of the changes required by the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This document will therefore be subject to ongoing review to ensure it continues to align with the requirements of all applicable legislation.

Service description

This privacy notice governs the collection, storage and use of personal information collected by us, the Port of Ramsgate, which is a part of Thanet District Council. It provides you with details about the personal information we collect from you, how we store and use your personal information and your rights to control personal information we hold about you.

What information we hold

When you apply for any services at the Port of Ramsgate, which covers the Port, Ramsgate Royal Harbour, Margate Harbour and Broadstairs Harbour, we will collect the following information from you:

- Your full name (including any middle names);
- Your current postal address;
- Your previous postal address (if current is less than one year);
- Your contact numbers (home, mobile and work, if applicable);
- Your email address;
- Your date of birth (for those that live on board their vessel);
- Your alternative emergency contact details (in case of an emergency); and
- Copies of professional certification for the purpose of Pilotage Exemption Certification

How we will use the information about you

We collect information about you to process any services requested, manage your account and, if you agree, share any Port and Harbour newsletters and marketing information on the Thanet area via the Council's Tourism section.

We will contact you with updates about services, facilities and urgent information via SMS and/or email, where you have provided this information.

Lawful Bases for processing data under GDPR

Local authorities can use information to carry out tasks that are in the public interest, as well as to provide services that we are under a statutory obligation to provide. Most personal information is processed in order to comply with a legal obligation and/or due to necessity for the performance of a contract to which you are a party¹. These are:

¹ Under Article 6 of GDPR

- Carrying out of a contract to which you are a party in compliance with the Ramsgate Royal Harbour Terms and Conditions, the Ramsgate Harbour Byelaws 2015 and in accordance with the published Fees and Charges;
- Our legal obligation(s) under the Ramsgate Corporation Act 1934 and the Ramsgate Harbour Revision Order 1979 and compliance with the International Ships and Port Security Code;
- In the public interest or in the exercise of official authority vested in the Data Controller

Who we will share your information with

The Port of Ramsgate may share your information with and obtain information about you as may be necessary for the discharge of its contractual, statutory, and legal obligations from:

- Other Councils;
- Other departments within Thanet District Council;
- Credit reference agencies or fraud prevention agencies for some of the services requested at the Port of Ramsgate;
- Our insurers;
- Your Doctor, or emergency health operators, including first aiders and ambulance crew;
- Public bodies and other Government Agencies, such as UK Border Force, the Police, NHS, HM Customs and Excise, when requested by such organisations;
- The Council's income and debt recovery service provider;
- The Port of Ramsgate providers for the Marina Management System and Smart Metering System;
- The Port of Ramsgate's Security provider in case of an emergency;
- The Port of Ramsgate's Banksman contractor for the purposes of undertaking a boat hoist movement.

We will not share your personal information with any other third party; except where required to do so by the law. We will not transfer your personal data with third parties outside the United Kingdom.

How long we keep your personal information

Generally, we may hold your records for a maximum period of six years from the date of your last transaction with the Port of Ramsgate. However, we strive to keep your personal information only for as long as is necessary to fulfill the purposes for which it was collected and processed, and in line with any any legal or contractual obligations. Once your personal information is no longer required, it will be destroyed or deleted confidentially.

Your Rights

The Data Protection Act 2018 in conjunction with the General Data Protection Regulation (GDPR) grants you a number of other rights. You have the right to request information that is held about you and this is known as the 'right of subject access'. Making a request for your

personal information is known as a 'Subject Access Request'. You are entitled to receive a copy of your records free of charge and within a month. For more information on how we process your personal information and how to make a subject request, please visit <https://www.thanet.gov.uk/privacy-statement/>



Please note that in certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

You also have the right to rectify errors in your records, the right to withdraw consent given to process your data, and the right to have your data erased when you have withdrawn consent. If you wish to exercise any of these rights, you should contact the Data Protection officer using the contact details provided below..

You have the right to be told if we have made a mistake whilst processing your data and we will report to the Information Commissioner any breach that is likely to present a risk to your rights and freedoms.

Further information

If you would like to know more about how we use your information or to exercise any of your rights, please contact the Data Protection Officer (DPO) at Thanet District Council:

Data Protection Officer
Thanet District Council
Cecil Street
Margate CT9
1XZ
Email: dataprotection@thanet.gov.uk
Tel: 01843 577 000

How do I complain?

You also have the right to complain to the Information Commissioner's Office, at:
The Information Commissioner
Wycliffe House, Water Lane, Wilmslow, Cheshire
SK9 5AF
Phone: 0303 123 1113 or 01625 545745
Website: www.ico.org.uk