



Privacy Notice Bristol City Council

Privacy Notice: Bristol Harbour

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website.

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#)

What data we need to collect and use?

To provide this service, we will collect and use some or all of the personal information below:

- **Personal Details:** name, address, phone number, email address
- **Boat Detail:** name, type, colour, size, insurance details, boat safety certificate
- **Car Details:** registration, make and model, colour

How do we use your personal information?

We use this information for one or more of the following reasons:

- To contact you, to send your contract or any other relevant information
- To send your invoice in order for you to make payment
- To ensure compliance with the conditions of use of the harbour
- To administer parking permits
- Administration of Council Tax

Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance.

- Bristol City Council - We may also share information internally with other Bristol City Council departments such as Council Tax

We may also use data processors to support our activities, for example by providing systems we need or delivering services on our behalf. These processors are:



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- Havenstar - This is the company that provides the IT system (the marine database) on which we store the boat owner's details. They also provide IT support. Please find their Privacy policy here <https://havenstar.com/privacy-policy/>

What is the legal basis for our use of your personal information?

The information below shows the legal bases we are relying on to use your personal or special category (sensitive) personal information.

You can see a list of the full legal bases we may rely on by looking at our main privacy notice.

Personal information

Our legal bases for using your personal information are to enter into a contract with you and to perform tasks carried out in the public interest.

Our Primary legislation is the Harbour, Docks and Piers Act (1847).

Our power to set licences and gather information is contained in the Statutory Instrument - the 1998 Harbour Revision Order.

How long we will keep your personal information?

We will hold this information for as long as it is needed, or if we are required to do so by law. In practice this means that your personal information may be retained for the relevant period listed below:

- We will hold your information for six years after your mooring agreement ceases.

After this, your personal information will be deleted.

Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about your rights can be found in our [main privacy notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate please [contact Citizens Services](#).



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To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
College Green
Bristol
BS1 5TR

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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