

Port of Sunderland - Privacy Notice

Your Personal Information and how we use it.

The Port of Sunderland needs to collect information about you where you choose to utilise Port facilities.

We will only use information collected lawfully in accordance with the General Data Protection Regulation (GDPR) and future UK Data Protection legislation.

We will not use any information we hold about you for any purpose other than that for which it was collected, unless we have obtained your consent beforehand.

What information do we collect?

We need to collect information about you to:

- to deliver our Port services
- to maintain the register of pleasure and fishing boats
- to assess the quality of our services
- to safeguard your wellbeing

This information may be recorded in writing, or electronically on a computer, or a mixture of both.

The type of information we may need to collect includes:-

- Personal information (such as name and address, email, telephone)
- Health information, including relevant medical information
- Images (CCTV, Photographs)

How is the information we collect used to help you?

The information we collect may be used to help you in the following ways:

- To plan and deliver the Port services
- To process applications for berths and moorings
- To safeguard you, your property and the marine environment against criminal activity and abuse
- To ensure any concerns can be properly investigated if you are unhappy with the delivery of our services

Do we share information about you with anyone?

There are times when it will be appropriate for us to share relevant information with other agencies to help us work together for the delivery of an event. We may share your information with the following main partners:

- Northumbria Police
- North East Ambulance Service
- Tyne and Wear Fire and Rescue Service
- Border Force
- Environment Agency
- HM Coastguard

We do not share information about you with anyone without your consent unless the law requires or allows us to do so. We will always seek your positive consent to share information if there is no legal basis to share.

In all cases where we must pass on information, we will only share the minimum amount of information required and will use the most secure method to transfer; wherever possible data will be pseudonymised (i.e. does not identify you personally) or encrypted.

The lawful basis on which we use this information

We need to collect and use your personal data in order to comply with any statutory obligations underpinning our Port operations. This legislation includes the:

- Sunderland Corporation Act, 1972
- Port of Sunderland Byelaws, 1978
- Port Marine Safety Code, 2016
- International Ship and Port Facility Security Code, 2004
- Ship and Port Facility (Security) Regulations, 2004

Our lawful bases for processing are therefore as we have both a statutory obligation as defined by Article 6(1)(c) of the General Data Protection Regulation (GDPR), and, where applicable in terms of berthing and mooring, for the performance of the contract (between us as the Port and you as a boat owner) as defined by Article 6(1)(b).

How we look after your information

All information is held securely with physical, organisational and electronic access controls to ensure it is secure both at rest and when in transit.

How long we will look after your information

We will keep information in line with Sunderland City Council's [Retention Schedule](#) for the Port, and we will only keep it as long as we need it. When we no longer need your

information it will be destroyed securely by deletion of electronic records and shredding of paper files.

Requesting access to your personal data

You can find out if we hold any personal information about you by making a 'subject access request' under the General Data Protection Regulation.

In addition, you have the right to request the rectification or erasure of your personal data, and to object to, or request restriction of, processing your data.

If you have any concern about the way we are collecting or using your personal information, we request that you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

<https://www.sunderland.gov.uk/information-charter>
<https://www.sunderland.gov.uk/data-protection>

Contact Us

Data Protection Officer
Sunderland City Council
Civic Centre
Sunderland
SR2 7DN

Email: Data.Protection@sunderland.gov.uk

Tel: 0191 5205555