



Ridge Wharf Yacht Centre

(Proprietors: Ridge Yachting Centre Ltd.) Reg. in England No. 867372

Ridge, Wareham, Dorset BH20 5BG

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www.ridgewharf.co.uk

GDPR POLICY STATEMENT

Ridge Wharf Yacht Centre, policy document.

The following information is provided to clients to allow a clear understanding of the individuals rights with regard to the General Data Protection Regulations.

Name of organisation and contact details: Ridge Wharf Yacht Centre. Telephone number: 01929 552650.

E-mail address: office@ridgewharf.co.uk

Name of data representative: Anthony Clarke, Managing Director RWYC. Access to data is restricted to the data representative, the Company Secretary and the assistant secretary.

The purpose of processing – to facilitate the terms of the contract for boat storage afloat/ashore and for repair work.

The lawful basis of processing – Individuals are under a contractual obligation to provide personal data to RWYC, however we require each individuals consent to hold personal information. Additionally to satisfy the contract between the individual and the Company (RWYC), we have a legitimate interest to hold such information.

The personal data will be held on our computer system and hard copy, will be limited to name, boat name, postal and e-mail address, mobile and landline telephone numbers. The data held digitally is double password protected, key locked in hard copy format and contained within an alarmed office.

We will not share individuals personal data with any third parties.

The data will be retained for as long as the contract exists, and for the statutory legally required minimum period of seven years on termination of the contract.

Individuals have the right to view, amend and delete their personal data at any time, subject to the law, by contacting RWYC office.

Individuals have the right to lodge a complaint to a supervisory authority.

We have no automated decision making processes.

This information is provided to individuals when the information is collected. The information is reviewed periodically and any alteration to the processing will be communicated to the individual before commencement of such processing.

1 September 2019