



GEORGE HAINES (ITCHENOR) LTD Itchenor, Chichester, West Sussex, PO20 7AN
T: 01243 512228 E: admin@hainesboatyard.com W: www.hainesboatyard.com

DATA PROTECTION POLICY

1. About this Policy

1.1. This policy explains when and why George Haines (Itchenor) Ltd (T/A Haines Boatyard) (“we”) collect personal information about our customers, how we use it and how we keep it secure and your rights in relation to it.

1.2. We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data from you.

1.3. We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website (www.hainesboatyard.com) regularly for any amendments (but amendments will not be made retrospectively).

1.4. We will always comply with the General Data Protection Regulations (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you, and our Managing Director is our Data Protection Manager.

2. Who are we?

2.1. We are George Haines (Itchenor) Ltd (T/A Haines Boatyard). We can be contacted at: George Haines (Itchenor) Ltd , Itchenor, Chichester, West Sussex PO20 7AN Tel No. 01243 512228 Email: admin@hainesboatyard.com

3. What information we collect and why.

Type of information	Purpose	Legal Basis of processing
Customer’s former, customer’s and potential customer’s personal information. Name, address, e-mail address, telephone number, boat information, boats owned, sail number, transaction history.	Managing customer relationship with Haines to facilitate the work contract or potential work on a boat.	Managing the customer relationship with Haines, Legal requirement to facilitate the contract for work or potential work on the boat. Legal requirement to for accounting purposes, VAT and statutory accounts.
Photos and videos on customers’ boats	For marketing, advertising and social media	We will seek owners consent. Owners may withdraw consent at any time via e-mail or letter.

Contractors and suppliers name, address, e-mail address, telephone number, bank account details and details of the goods and services in a transaction history.	Managing the supply of goods and services. To pay contractors and suppliers	For the legitimate interests in ensuring the efficient operation of the business. Legal requirement to for accounting purposes, VAT and statutory accounts.
Copies of Public Liability Insurance of contractors	To ensure contractors are adequately insured whilst working on site.	For the legitimate reasons for H&S purposes.
Shareholder, former and potential shareholders' name, address, telephone, e-mail address, bank account details, shareholder register information and dividend payments.	Managing the shareholder relationship with Haines and the update of shareholder register with Companies House.	Legal requirement to facilitate the upkeep of company information and update of share transfer with Companies House
Employee's personal information relating to employment and pensions: name, address, telephone number, age, sex, joining date, job description, length of service, salary, pension, bank details and other benefits, holiday entitlement, and notice period.	Managing the employment contract and relationship with employees, as required by employment law.	For the legitimate interests in ensuring the efficient operation of Haines Boatyard's workforce.
Employee's next of kin	H&S In the event of an accident.	Management of workforce and legitimate reasons for H&S compliance.
Employee's driving license, other qualifications and training certificates	H&S eligibility to drive company vehicles and to use plant and machinery and boats.	Management of workforce and legal requirement H&S compliance
Employees staff appraisal and occasionally medical information.	H&S to provide adequate training, PPE & to attend appropriate training courses.	Management of workforce and legal requirement H&S compliance
Employees' photos and video footage of working on boats at Haines Boatyard.	For marketing, advertising and social media.	We will seek employees consent. Employees may withdraw consent at any time via e-mail or letter.
Job applicant name address telephone number, e-mail address and CV.	To facilitate staff selection process	For the legitimate reasons to employ new staff.

4. **How we protect your personal data**

- 4.1. We will not transfer your personal data outside the EEA without your consent.
- 4.2. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 4.3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4. For any payments which we take from or make to you online we will use a recognised online secure payment system. We do not keep a record of credit or debit card information.
- 4.5. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. **Who else has access to the information you provide us?**

- 5.1. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
- 5.2. We may pass your personal data to third parties who are service providers or agents to us for the purposes of completing tasks and providing services to you on our behalf (e.g. Details of owners and boats who are mooring holders). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. **How long do we keep your information?**

- 6.1. We will hold your personal data on our systems for as long as your association with Haines Boatyard, for a period of 36 months after you have ceased your association with Haines Boatyard and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defense of legal claims.
- 6.2. We securely destroy all financial information once we have used it and no longer need it.

7. **Your rights**

7.1. You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

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

0303 123 1113. Information

Commissioner's Office
Wycliffe House Water
Lane Wilmslow
Cheshire
SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Manager at George Haines (Itchenor) Ltd, Itchenor, Chichester PO20 7AN or admin@hainesboatyard.com