**MOORINGS – PRIVACY NOTICE**

Vale of the White Horse District Council (VWHDC) understands the importance of ensuring that personal data is always treated lawfully and appropriately and that the rights of individuals are upheld. This notice describes how the councils may use your information.

You can view VWHDC’s generic privacy policy on the webpage:

<https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/about-the-council/privacy/privacy-policy/>

**Why we may hold your data**

*For temporary moorings users:* The council owns moorings in Abingdon and permits free moorings to visitors in specific locations for a maximum of three nights. In order to manage the three-night rule, we need evidence to prove when a boat was first seen to have been moored. Without this we would be unlikely to have a means to take action to move on those who stay longer which is unfair to other users.

*For Wilsham Road permit holders:* We need your personal details in order to process applications for an annual permit as a resident of Vale of White horse District Council.

**The type of information we collect**

*For temporary moorings users:*

Our moorings officer will take photographs during each of their visits in order to establish the length of time you are moored and record your boat name. If further action is needed, then we would need your name and address as registered for your boat name.

*For Wilsham Road permit holders:*

We will collect your name, address, contact telephone number, email, name of your boat and your reason for needing a residential mooring in Abingdon.

**How we get the personal information and why we need it**

*For temporary moorings users:* Our moorings officer may take notes and photographs of your boat whilst at our moorings to evidence dates of your stay. Please note we do not need your consent to do this. We may need to ask the Environment Agency for your boat’s registration details should further action be needed.

*For Wilsham Road permit holders:*

We ask you to provide the information within your application for a permit. This is to assess your application and verify your eligibility.

**Our Lawful basis for processing your information**

The Data Protection Act 2018 and UK GDPR requires us to have a specific basis for processing your personal data. In this case we rely on Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

**Who your information may be shared with**

*For temporary moorings users:* If you do not exceed the three days then your personal data is not shared. If we need to take further action, then we may need to ask the Environment Agency for your details using your boat name and or any licence number. We may need to share your details with our internal legal team for further action.

*For Wilsham Road permit holders:*

We need to verify your residential status using the electoral register and should any issues arise which could result in action being taken we may need to share with our in-house legal team for further advice.

*For both:* We do not transfer your personal data outside of the UK.

**How long we keep your information (retention period)**

*For temporary moorings users:* Photographs of your boat are retained on the camera and if you vacate the moorings after three nights the photographs are deleted from the camera. If you remain after three nights, the photographs and any notes made of the boat name will be added to our electronic network as evidence. The notebook holding boat names is kept for a period of a year before being securely destroyed. When we obtain further details, these are recorded within our electronic network and kept for a period of a year from the date of last contact. For those cases resulting in action, we will keep the data for a period of six years, from the date of last action.

*For Wilsham Road permit holders:*

As your records include financial transactions, we will keep your data within our electronic systems for a period of six years following the year of last contact.

**How we protect your Information**

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.

**Your rights**

You have rights under the Data Protection Act 2018, and these can be viewed in the council’s privacy policy using the website links provided above. It should be noted that not all rights apply in all cases and that these rights are only applicable if the council has no other legal obligation concerning that data. If you object to us processing your personal data, we need to decide if the council has compelling legitimate grounds which override your reasons for objecting.

If you wish to exercise any of these rights, you should contact the council’s data protection officer as detailed below.

**Our contact details**

Vale of White Horse District Council is registered as a data controller with the Information Commissioner’s Office (ICO) with Registration number: [Z6666984](https://ico.org.uk/ESDWebPages/Entry/Z6666984)

The council operates from Abbey House, Abbey Close, Abingdon. OX14 3JE

We have appointed our Head of Legal Services as Data Protection Officer, who can be contacted by email to [data.protection@southandvale.gov.uk](mailto:data.protection@southandvale.gov.uk).

**Further information**

If you believe we have not handled your personal data as we have described here, please contact us using the details above and your concerns will be fully investigated.  If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner’s Office (ICO).  You can reach them through their website <https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints/> or call them on 0303 123 1113.  Their mailing address is:

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

**Privacy Notice last updated: 12 June 2024**