

# PRIVACY NOTICE

The Port of London Authority abides by the requirements of the Data Protection Act 2018 and European Union's General Data Protection Regulation (EU 2016/679). If personal data is obtained via this website the data will only be used to provide the web user with the information specifically sought by that web user requested and will not be retained beyond the time necessary to provide that information. Cookies are used only to remember visitors who register on the Port of London web site. Under normal circumstances the only personal data obtained will be from online forms completed and submitted by web users.

## **What is the purpose of this Privacy notice?**

The purpose of this Privacy notice is to provide you with a clear explanation about how your personal information is collected and used by the Port of London authority during your interaction with us as well as your rights in relation to your personal information.

## **Who are The Port of London Authority (PLA)?**

The PLA is a self-financing statutory authority. In simple terms, we raise sufficient income through our activities to enable us to carry out our statutory duties. Our operations cover 95 miles of the River Thames. We work to keep commercial and leisure users safe, protect and enhance the environment and promote the use of the river for trade and travel.

## **What personal information does Port of London Authority collect?**

Port of London Authority only collects basic personal information about you (such as name, email address and basic contact details – as well as any other information that you choose to provide):

We collate this information under the following lawful basis for processing:

- Consent
- Contract
- Legal obligation
- Vital Interests
- Legitimate Interests

We do not ask for any sensitive personal information about you, unless required by law.

## **Why does Port of London Authority collect personal information?**

The Port of London Authority (PLA) needs to collect and use certain types of information about people with whom it deals in carrying out its statutory and other responsibilities. These include current, past and prospective employees, suppliers, clients, customers and stakeholders as well as others with whom it needs to communicate. In addition, it may occasionally be required by law to collect and use certain types of information of this kind to comply with the requirements of government departments for business data.

We will not disclose your personal information to third parties unless we are required by law to do so.

## **How is your personal information protected?**

We are committed to ensuring that your information is kept secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and organisational procedures to safeguard and secure the information we collect.

## **How long does keep personal information?**

The Port of London Authority will keep your personal information for no longer than reasonably necessary, once the data has served its purpose it will be disposed of or deleted appropriately, unless we are required to keep it longer by law.

## **What are your legal rights?**

You have a number of legal rights surrounding your personal information, including:

- The right to be informed
- The right to access commonly known as subject access request (SAR);
- The right to rectification any inaccurate or incomplete personal information to be rectified.
- The right to erasure have your personal information deleted;
- The right to restrict or object to processing of your personal information in certain circumstances
- The right to data portability

Please contact us if you would like to exercise any of your legal rights. We will respond to any rights that you exercise within one month of receiving your request, unless the request is complex or involves a significant amount of data, in which case we will respond within three months.

### **How to contact Port of London Authority?**

If you have any questions about this Privacy notice or would like to submit a subject access request regarding your personal information, please contact the PLA by:

- Email: [privacy@pla.co.uk](mailto:privacy@pla.co.uk)
- Post: General Counsel, Port of London Authority, London River House, Royal Pier Road, Gravesend, Kent, DA12 2BG or
- Telephone: 01474 562200.

### **How do you lodge a complaint?**

If you have a complaint regarding how your personal information has been handled, you can do so by lodging a complaint with UK Information Commissioner's Office (to lodge a complaint or report a concern, please visit: <https://ico.org.uk/concerns>).