**Queen’s Harbour Master Portsmouth Privacy Notice**

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**1. Personal Data**

The following is to explain your rights and to give you information you are entitled to under the General Data Protection Regulation (25 May 2018) which superseded the Data Protection Act in the United Kingdom.

Please note this refers to your personal data (your name; address and anything that could be used to identify you personally).

**2. The identity and contact details of Ministry of Defence (MOD) Data Controller and Data Protection Officer.**

The Ministry of Defence is the data controller. The contact detail is MOD Main Building, Whitehall, London SW1A 2HB

The Data Protection Officer is Mr. Martin Elliot and he can be contacted at:

MOD Data Protection Officer

Ground floor, zone D

Main Building

Whitehall

London

SW1A 2HB

Email address: cio-dpa@mod.gov.uk

**3. Why are we collecting or processing your data?**

We collect your data in order to issue you with a Personal Watercraft (PWC) Licence; a requirement of Statutory Instrument 2005 no. 1470 (The Dockyard Port of Portsmouth Order 2005). This enables you and/or any named users to operate the craft within the Dockyard Port of Portsmouth, ensuring that you have been made aware of relevant rules and regulations, and that we have a means to communicate safety and other relevant information to you.

**4. Our legal basis for processing your personal data**

The General Data Protection Regulation Article 6(1)(e) states that in the exercise of official authority which is laid down by law, processing of personal data is necessary to fulfil QHM’s statutory requirement to licence PWCs for use within the Dockyard Port of Portsmouth.

**5. With whom we will be sharing your personal data**

Your data will only be used for the purpose of regulating PWC use in the Dockyard Port of Portsmouth and will only be shared with: Data Tag in order to verify owner details on application for a licence; and, the police or other relevant public authorities if required for accident, incident or contraventions of national or local legislation investigations.

**6. For how long we will keep the personal data**

Your personal data will be held for as long as your licence is valid and up to 6 years after licence expiration. You will periodically be requested to validate your details and the on-going requirement for a licence. After the retention period, has elapsed all data will be destroyed securely in line with MOD data destruction policy.

**7. Your rights**

Under Data Protection legislation you have the following individual rights with regards to your personal data:

* The right to be informed about the collection and use of your personal data
* The right of access to your personal data and supplementary information
* The right to have inaccurate personal data rectified, or completed if it is incomplete
* The right to erasure (to be forgotten) in certain circumstances
* The right to restrict processing in certain circumstances
* The right to data portability, which allows you to obtain and reuse your personal data for your own purposes across different services
* The right to object to processing in certain circumstances
* Rights in relation to automated decision making and profiling
* The right to withdraw consent (subject to cancellation of your licence)
* Right to complain to the information Commissioner

Further information can be found at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

8. Transfer of personal data to other countries

This data will not be sent overseas.

9. Automated decision making

This data will not be used for any automated decision making.

10. How we store personal data

This data will be stored in a secure government IT system. Exchange of personal data with Datatag is conducted verbally over the phone and consists of a confirmation of name, address and PWC details. Exchanges of data with police or other government authorities will where required, be done securely in line with the General Data Protection Regulations.

11. How to complain if you are not happy

**If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact:**

MOD Information Rights Team

Ground floor, zone D

Main Building

Whitehall

London SW1A 2HB

**Email:** cio-dpa@mod.uk

**We will acknowledge your complaint within 5 working days and send you a full response within 20 working days. If we can’t respond fully in this time, we will write and let you know why and tell you when you should get a full response.**

**If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):**

**Information Commissioner’s Office**

**Wycliffe House**

**Water Lane**

**Wilmslow**

**Cheshire**

**SK9 5AF**

**Tel: 0303 123 1113**

**Email:** casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>