



The Government of Sark

# HARBOURS, SHIPPING AND PILOTAGE COMMITTEE

## Fair Processing Notice:

The Harbours, Shipping and Pilotage Committee are mandated by Chief Pleas to advise on matters relating to commercial shipping services operating to and from Sark, in accordance with the relevant Legislation and Ordinances as noted in Schedule 1.

The Harbours, Shipping & Pilotage Committee is responsible for the following data assets:

1. Employees
2. Moorings
3. Sheds
4. Dingy line
5. Insurance
6. Pilotage Licence

## 1. The Data Protection Law

The controller acknowledges its obligations as per the data protection law, which provides a number of requirements in terms of processing activities involving personal data. The controller further acknowledges the general principles of processing as well as the rights of a data subject and more information in relation to these provisions are provided within this fair processing notice.

## 2. The Principles of Processing

### a. Lawfulness, fairness and transparency

*Personal data must be processed lawfully, fairly and in a transparent manner.*

1. Employees - The personal information processed on behalf of the Committee is provided by employees. The personal information held by the Committee consists of:

- Name
- Address
- Telephone number, if provided by employee
- Email address, if provided by the employee

The Committee collects personal data for the purposes of communicating with its employees.

Personal data may be shared, with data subject consent.

2. Moorings - The personal information processed on behalf of the Committee is provided by the data subject. The personal information held by the Committee consists of:

- Name
- Address
- Telephone number, if provided
- Email address, if provided
- Name of vessel

The Committee collects personal data for the purposes of communicating with the owners of vessels on the moorings.

Personal data may be shared, with data subject consent.

3. Sheds - The personal information processed on behalf of the Committee is provided by the data subject. The personal information held by the Committee consists of:

- Name
- Address
- Telephone number, if provided
- Email address, if provided

The Committee collects personal data for the purposes of communicating with the owners of the sheds and annual billing.

Personal data may be shared with the Douzaine Secretary in order that the Cadastre may be maintained, under **The Direct Taxes (Sark) Law, 2002**.

4. Dingy lines - The personal information processed on behalf of the Committee is provided by the data subject. The personal information held by the Committee consists of:

- Name
- Address
- Telephone number, if provided
- Email address, if provided

The Committee collects personal data for the purposes of communicating with the owners of tenders on the dingy line(s).

Personal data may be shared, with data subject consent.

5. Insurance details - The personal information processed on behalf of the Committee is provided by the data subject. The personal information held by the Committee consists of:

- Name
- Address
- Telephone number, if provided
- Email address, if provided
- Name of vessel

The Committee collects personal data for the purposes completing the application process for a mooring in designated Sark waters.

Personal data may be shared, with data subject consent.

6. Pilotage licenses - The personal information processed on behalf of the Committee is provided by the data subject. The personal information held by the Committee consists of:

- Name
- Address
- Telephone number, if provided
- Email address, if provided<sup>4</sup>

The Committee collects personal data for the purpose of issuing Sark Pilotage Licenses as per **The Pilotage (Sark) Law, 1991**.

Personal data may be shared, with data subject consent.

#### **b. Purpose limitation**

*Personal data must not be collected except for a specific, explicit and legitimate purpose and, once collected, must not be further processed in a manner incompatible with the purpose for which it was collected.*

The controller acknowledges its responsibility with regards to this data protection principle and therefore the controller maintains that it will not further process that personal data in a way which is incompatible to its original reason for processing as specified in section 2a, unless the controller is required to do so by law. The personal data will not be transferred to a recipient in an authorised or an unauthorised jurisdiction (as per the definition within data protection law).

#### **c. Minimisation**

*Personal data processed must be adequate, relevant and limited to what is necessary in relation to the purpose for which it is processed.*

The controller maintains that it will only process the personal data which is detailed in section 2a, and will not process any further personal data that is not necessary in relation to the original reason for processing personal data as specified in section 2a, unless the controller is required to do so by law.

#### **d. Accuracy**

*Personal data processed must be accurate, kept up-to-date (where applicable) and reasonable steps must be taken to ensure that personal data that is inaccurate is erased or corrected without delay.*

The controller will ensure that all personal data that it holds is accurate and kept up-to-date, and any personal data that is inaccurate will be erased or corrected without delay.

#### **e. Storage limitation**

*Personal data must not be kept in a form that permits identification of a data subject for any longer than is necessary for the purpose for which it is processed.*

1. Employees - Personal data will only be kept whilst the data subject is employed by the Committee and is reviewed annually.
2. Moorings - Personal data will only be kept whilst the data subject has a mooring in Sark waters, which is renewed annually.
3. Sheds - Personal data will only be kept whilst the data subject has a shed at the Sark harbour, which is renewed annually.
4. Dingy lines - Personal data will only be kept whilst the data subject has a tender on the dingy line(s) in one of the Sark harbours, which is renewed annually.
5. Insurance - Personal data will only be kept whilst the data subject has a mooring in Sark waters, which is renewed annually.
6. Pilotage Licenses - Personal data will only be kept whilst the data subject holds a Sark Pilotage Licence, which is renewed annually.

#### **f. Integrity and confidentiality**

*Personal data must be processed in a manner that ensures its appropriate security, including protecting it against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.*

Personal data is held electronically and in hard copy within the Committee Offices, access is only through authorized persons.

#### **g. Accountability**

*The controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.*

### **3. Contact Details**

The contact details of the controller are as follows:

The Committee for Harbours, Shipping & Pilotage

Tel: (01481) 832118 (Monday-Friday 11.00-15.00)

Email: [harbours.shipping.pilotage@sarkgov.co.uk](mailto:harbours.shipping.pilotage@sarkgov.co.uk)

The contact details for the Data Protection Officer of Sark are as follows:

Data Protection Officer, The Chief Secretary

Tel: (01481) 832118 (Monday-Friday 11.00-15.00)

Email: [data.protection@sarkgov.co.uk](mailto:data.protection@sarkgov.co.uk)