

Polperro Harbour Trust (PHT)

Data Protection Policy

Version 0 September 2020

It is the responsibility of PHT to comply, where applicable to the Data Protection Act 2018.

PHT requires basic personal information in order to conduct its various activities. This data is currently restricted to Names, addresses, telephone numbers and email addresses.

In holding this information PHT commits to

- Only using this data where required for PHT activities.
- Holding the data in a secure manner.
- Not divulging the data to third parties without prior consent of the individual.
- Holding the information for the duration of the persons relationship with PHT and for a further 6 years as currently required for Taxation purposes. Thereafter the information will be permanently deleted.
- Updating the data when notified by the individual concerned within 14 working days.

If you think the information held by PHT about yourself is incorrect you can request to see this information and have it corrected or deleted.

Any complaints regarding the Data Protection Policy should be sent in writing to the PHT Office. This will be considered in accordance with the PHT Complaints procedure. If you are not satisfied with the PHT response or if you think we are processing your personal data not in accordance with the Data Protection Act you can complain to the Information Commissioners Office.