

Anglian Waterways Moorings - Privacy Notice

How we use your personal information

We are the Environment Agency and we manage the Anglian Waterways Rented Moorings. We are the data controller for this service. A data controller determines how and why personal data (personal information) is processed.

Our [personal information charter](#) explains your rights and how we deal with your personal information. You can access the charter using the link or go to gov.uk and search 'Environment Agency personal information charter'.

The personal data we need

The personal data we collect about you includes:

- full name
- contact details, including address, email and telephone numbers

We are allowed to process your personal data in order to prepare for entering into a contract with you, at your request, for mooring at one of our rented mooring locations. The lawful basis for processing your personal data is that it is necessary for performance of a contract.

We need the information requested in order to process your application. If you don't provide the information requested then we can't set up a mooring agreement with you.

What we do with your personal data

We use your personal data to set up a mooring agreement, take payment and make sure conditions for mooring are met. We will also contact you with information relating to your mooring. We may use the personal information you give us to:

- consult with you on registration, boat safety, navigation and environmental issues
- ask for your feedback on our service

We will share your personal data with Shared Services Connect Limited (SSCL). They process this data on our behalf, as a data processor, and use this to invoice you for payment and payment collection purposes. For more information, please refer to <http://sscl.com/privacy.aspx>

We may also share your data with a data processor to ask for your feedback or to take part in consultations. Data processors working on our behalf will only use your personal data in line with this privacy notice.

We do not use your data to make an automated decision or for automated profiling.

How long we keep your personal data

We will keep your personal data for 6 years in line with our standard information retention policy.

Where your personal data is processed and stored

We store and process your personal data on our servers in the UK.

We will not transfer the personal data that you provide outside the European Economic Area.

Contact details

Our Data Protection Officer (DPO) is responsible for independent advice and monitoring of the Environment Agency's use of personal information.

If you have any concerns or queries about how we process personal data, or if you would like to make a complaint or request relating to data protection, please contact:

Data Protection Officer

Environment Agency

Horizon House

Deanery Road

Bristol

BS1 5AH

Email: dataprotection@environment-agency.gov.uk

You can find out about your personal data rights from the Information Commissioner's Office (ICO) at www.ico.org.uk. The ICO regulate the data protection legislation. You have the right to lodge a complaint with them at any time.

This notice was last updated December 2018