

## PRIVACY POLICY

### Harris Development Ltd

Isle of Harris Marina

Down by the Quay

Tarbert

Isle of Harris

HS3 3DJ

Email Address: [info@harrisdevelopment.co.uk](mailto:info@harrisdevelopment.co.uk)

URLs: [www.harrisdevelopment.co.uk](http://www.harrisdevelopment.co.uk) ; [www.isleofharrismarina.co.uk](http://www.isleofharrismarina.co.uk)

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (A) Your Consent. You are able to remove your consent at any time.  
You can do this by contacting [info@harrisdevelopment.co.uk](mailto:info@harrisdevelopment.co.uk)
- (B) We have contractual obligation.
- (C) We have a legal obligation.
- (D) We have vital interest.
- (E) We need it to perform a public task.
- (F) We have a legitimate interest.

Details of information that we collect, How we collect it and why we collect it

We collect information both electronically and in hard paper format including but not limited to:

- Contact details such as name, email address, postal address and telephone numbers, including emergency contact details for partners of employees
- Information to demonstrate eligibility to work in the UK, identity and other Human Resources Documents
- Educational, nationality and professional information
- Demographic information such as gender and birth date
- Usernames and passwords
- Payment information, such as a credit or debit card number or bank account details
- Comments, feedback, ratings, posts and other content submitted, including survey information
- Interests and communication preferences including marketing permissions where appropriate
- Location information, such as provided through a website and consent granted
- Images, including photographs and video footage, for example via CCTV or cameras in our mobile apps, or where we require a photograph on an event badge for security purposes

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- IP address, website and communication usage information, such as correspondence and details of your use of our website and services obtained through cookies or other tracking technologies where consent granted

### **This personal information relates to the following categories of people:**

- Directors, employees and volunteers
- Website Users
- Users of The Isle of Harris Marina, Scalpay Marina and Watersports facilities
- Suppliers and customers
- Professionals providing services

If collecting or storing your sensitive personal information, such as information relating to health, disability status or religious beliefs, in order to facilitate your attendance at one of our events or as an employee we will typically ask for your explicit consent. However, there are some limited situations where this will not occur, such as if you have a serious accident. If this does occur, we will ensure your privacy rights are protected.

If children's data is collected, this is only via direct input from parents, guardians or teachers, and its usage is protected by clear licence terms aligned to applicable laws.

Data is collected for legal purposes such as during employment, for marketing purposes, for administration including of events, for payment to suppliers and professional services, for community fund raising, community consultations, community working and liaison groups.

### How your information is stored and protected

**We recognise the importance of protecting and managing personal information. Your personal information will be treated with the utmost care and security This section sets out some of the security measures in place.**

We use a variety of physical and technical measures to keep personal information safe and prevent unauthorised access to or use or disclosure of it. Electronic data and databases are stored on secure computer systems with control over who has access to information using both physical and electronic means. Our colleagues receive data protection training and there is a set of detailed security and data protection policies which colleagues are required to follow when handling personal information.

While we take all reasonable steps to ensure that personal information will be kept secure from unauthorised access, we cannot guarantee it will be secure during transmission by you to a website or other services, as we do not control that transmission. We make use of HTTPS (HTTP Secure) whereby the communication protocol is encrypted via Transport Layer Security (TLS) for secure communication over a computer network. The website is loaded via HTTPS, represented by the lock icon in your web browser ensuring the transmission is secured with a certificate issued by an official security certificate authority to the Informa Controller operating it.

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Who do we share Information with

### **In connection with legal or regulatory obligations**

We may process your personal information to comply with our legal and regulatory requirements or to respond to regulators where applicable. This may include disclosing your personal information to third parties, the court service and/or regulators or law enforcement agencies in connection with enquiries, proceedings or investigations by such parties anywhere in the world or where compelled to do so.

In some circumstances, we may be legally required to disclose your personal information because a court, the police, another judicial or law enforcement body or government entity has asked us for it.

### **Sharing with other Organisations**

We may share your personal information, including contact details and service interaction with trusted partner organisations to enable community work to be fulfilled. This will only be when it is specifically stated and with whom the information will be shared.

How long do we retain records for

### **We will only retain personal information for as long as is necessary and as permitted by applicable laws.**

We will retain personal information while we are using it, as described in the sections above. We may continue to retain it after we have ceased such uses for certain legitimate business purposes. For example, if you have opted out of marketing communications from us, we will retain limited details about you to ensure we can honor your opt-out request. We may also continue to retain your personal information to meet our legal requirements or to defend or exercise our legal rights.

The length of time for which we will retain your personal information will depend on the purposes for which we need to retain it. After we no longer need to retain your personal information, it will be deleted or securely destroyed.

Your Data Protection Rights

Under data protection law, you have rights including:

#### **Your right of access**

You have the right to ask us for copies of your personal information.

#### **Your right to rectification**

You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

#### **Your right to erasure**

You have the right to ask us to erase your personal information in certain circumstances.

#### **Your right to restriction of processing**

You have the right to ask us to restrict the processing of your personal information in certain circumstances.

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### **Your right to object to processing**

You have the right to object to the processing of your personal information in certain circumstances.

### **Your right to data portability**

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

How to contact us if you wish to make a request for access to information we hold or for the removal of that information

We want you to remain in control of your personal information. We try to ensure the personal information held about you is accurate and up-to-date. We will always provide the opportunity to request what information we hold, for the removal of information, unsubscribe or opt out of future marketing communications.

Contact the Data Protection Officer for Harris Development Ltd on:

Email: [info@harrisdevelopment.co.uk](mailto:info@harrisdevelopment.co.uk)

Postal Address: Harris Development Ltd, Isle of Harris Marina, Down by the Quay, Tarbert, Isle of Harris HS3 3DJ

### Complaints Procedure

*You can make a complaint related to your personal information collection by contacting Harris Development Ltd, FAO The Data Protection Officer to [info@harrisdevelopment.co.uk](mailto:info@harrisdevelopment.co.uk)*

*Or you have the option to complain directly to the Information Commissioners Office by visiting their web page: <https://ico.org.uk/make-a-complaint/> or phone 0303 123 1113*

### Changes to Privacy Policy

#### **Please note that we update our Privacy Policy from time-to-time.**

To keep up with changing legislation, best practice and changes in how we process personal information, we may revise this Privacy Policy at any time. Depending on the nature of the changes, we may update you via email if we have your personal information; or we may update the Policy without notice by posting a revised version on our website. To stay up to date on any changes, check back periodical

Kenny Macleod

Harris Development Ltd, Chairman

Date: 15<sup>th</sup> October 2024