

# Shetland Tall Ships Ltd Employee & Contractor Privacy Policy

## Our contact details

Name: Shetland Tall Ships Ltd

Address: Albert Building, Lerwick, Shetland, ZE1 0LL

Phone Number: 01595 502110

E-mail: [info@tallshipslerwick.com](mailto:info@tallshipslerwick.com)

## The type of personal information we collect

We currently collect and process some or all of the following information in relation to individuals:

Contact name

Contact email address

Contact phone number

Contact address

Contact post code

Date of birth

Employment status / Job title

Tax code or national insurance details (employees only)



## How we get the personal information and why we have it

Most of the personal information we process is collected or provided to us directly by you for one of the following reasons:

Invoicing in relation to goods or services provided or supplied

General correspondence relating to the business of both parties

Payroll processes (employees only)

We also receive personal information indirectly, from the following sources in the following scenarios:

HMRC for payroll processing purposes (employees only)

Third parties providing contact details for specific job roles within businesses which may benefit from being involved in some way with the Tall Ships Races 2023 event

We use the information that you have given us in order to conduct the business of Shetland Tall Ships Ltd efficiently and effectively.

Where we have your consent to do so, we will send you information and updates about the Tall Ships Races 2023. If you decide that you no longer wish to receive these messages then you can opt out of future communications. We may still communicate with you for other purposes in the ordinary course of any other relationship we have with you.

In regard to sharing your data, we will comply with requests for specific information from regulatory and law enforcement bodies where this is necessary and appropriate.

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

**(b) We have a contractual obligation.**

**(f) Legitimate Interest**

## How we store your personal information

Your data will be held in a Customer Relationship Management (CRM) Database operated by Shetland Tall Ships Ltd. We keep contact information relating to financial transactions for the statutory period of six years after which the information is deleted and any printed copies of information 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.

**Your right to object to processing** - You have the 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.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at: Shetland Tall Ships Ltd, Albert Building, Lerwick, Shetland, ZE1 0LL if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Shetland Tall Ships Ltd, Albert Building, Lerwick, Shetland, ZE1

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>