

# Arrowsmith's Bristol Channel Tide Table

## Data Protection and Privacy Policy

### Background

On 25<sup>th</sup> May 2018, the General Data Protection Regulation (GDPR), EU Regulation 2016/679, came into force. The Regulation obliges me to be explicit about my retention of personal information for selling copies of the Tide Table, how I use it, and whether I have the consent of the owner of the information. I am the copyright holder, owner and publisher of the Arrowsmith's Bristol Channel Tide Table and my name is Victoria Arrowsmith-Brown.

### Individual Rights under the GDPR

The Regulation confirms the following rights for individuals:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right not to be subject to automated decision-making, including profiling.

### Arrowsmith's Bristol Channel Tide Table

is a privately owned and published annual, covering the tidal data of eight ports in the Bristol Channel. For the purpose of providing individuals with copies of the Table, I keep from year to year the following information:

1. Name and address
2. Phone number and/or email address where supplied
3. Invoices where applicable
4. A note of Standing Orders where applicable
5. A note of payments received
6. A note of any special requests about the content or provision of the Table

This information is held on spreadsheets and, for names and addresses only, in label form on my computer, backed up regularly onto a hard drive.

### *Collection of Information*

The information I hold is collected through completed order forms, or through the provision of the same information in an equivalent written form such as email or letter, or telephoned to me. Your explicit consent is required for me to collect and hold this information, so a clause is added to the order form for this purpose.

### *Storage of Information*

I update this information yearly, deleting where orders are not repeated.

### *Use of Information*

I use the information solely to (a) supply copies as quickly as possible (b) maintain financial records. I never use the information for marketing purposes other than those of the Arrowsmith's Bristol Channel Tide Table, and I do not supply the information to any third party.

### Statement of consent

Paragraph number 32 of the regulation states:

*Consent should be given by a clear affirmative act establishing a freely given, specific, informed and unambiguous indication of the data subject's agreement to the processing of personal data*

*relating to him or her, such as by a written statement, including by electronic means, or an oral statement.....*

The section Lawfulness of Processing, Article 6 of the regulation, states:

*1. Processing shall be lawful only if and to the extent that at least one of the following applies:*

*(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;*

Since it is not possible for me to fulfil orders to customers without their address and the information on whether or not they have paid, it is deemed that 6.1.(b) applies. In order to comply with paragraph 32, please complete the enclosed consent form and return it to me, or indicate acceptance on the Tide Table order form. Consent information will be held on the spreadsheet alongside the contact details.

### **Control of Personal Information**

Individual customers have the right to ask at any time for a copy to be provided them of the personal information that I hold, and the right to correct this information. I will comply with any request for rectification or deletion of or access to personal data of this kind within one calendar month. I shall not delete information where any payment is outstanding.

### **Protection of Information from Third Parties**

I shall not share customers' personal data with third parties except in the event of my being in receipt of a court order or warrant to cooperate with an official investigation by the Police or a like body, or my having to pursue an outstanding payment through a court order.

### **Questions and Complaints**

Complaints or queries about data handling or breaches of privacy should be directed to me by any of the means below (letter, email, phone).

Victoria Arrowsmith-Brown  
Arrowsmith's Bristol Channel Tide Table  
34 Hill Grove  
Bristol  
BS9 4RQ

Bristolchanneltidetable@blueyonder.co.uk  
0117 940 6902

**Arrowsmith's Bristol Channel Tide Table  
Consent to the use of personal data**

Individuals are asked to sign this form and return it to me in the stamped addressed envelope provided.

I,  
(name)

(address)

agree to the use of my personal data (name and address, email address or phone number where given and information as to whether or not my payment is up-to-date) by Arrowsmith's Bristol Channel Tide Table for the purposes of carrying out its obligations to me.

(date)

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