

Redbay Boats' Privacy Notice

Introduction

The new General Data Protection Regulations (Acts 12, 13 and 14) highlight new requirements regarding giving information to those individuals about whom it concerns. This document serves as our public statement to highlight our commitment to compliance regarding data protection and ensuring all data is secure.

Background

Redbay Boats manufactures best in class Rigid Inflatable Boats (RIBs) and has been building and selling commercial and leisure boats for over 40 years.

Who collects data?

Redbay Boats requires limited, necessary information in order to complete the sale of RIBs.

What data is collected?

Details of the information collected can be seen in the below tables.

Customers	Reasons Needed	Life Span
Full name	To complete the sales of second hand, new boats, parts and equipment	6 years after last sale
Contact details (address, email, phone number)	To contact customers regarding payments, credits, maintenance work etc.	6 years after last sale
Bank details	To ensure refunds can be processed. To take payments for the sale of products	Destroyed immediately after sale
VAT number	To ensure the correct taxes are paid	6 years after last sale

*Customer details are kept no longer than necessary and are deleted appropriately in line with the Information Commissioner's Office (ICO) guidelines.

**Life spans are based on regulations and/or guidelines from appropriate authorities, including HMRC and Equality Commissions.

Where is the data stored?

Information and records relating to individuals are stored securely and are only accessible to authorised staff. Information is only stored for as long as is needed or is required by law, or as long as advised by the Health and Safety Executive. All records are disposed of appropriately and Redbay Boats ensures all data is non-recoverable once disposed of.

Signed contracts are stored securely in the office which is only accessible to authorised staff. Any contact details (name, address, phone number email address and VAT number) are stored on Sage.

What is the legal basis for collecting/processing the data?

We have identified a legitimate interest as our legal basis for collecting data.

Is the data shared with any third parties?

No. Redbay Boats will only disclose information under medical or legal circumstances, and in these unlikely circumstances (and in most circumstances), individuals will be made aware how, and with whom, their information will be shared.

However, there are legal circumstances in which Redbay Boats may need to disclose data without individual consent. These circumstances are:

- Carrying out a legal duty
- Protecting the vital interests of another person
- The Individual has already made the information public
- Conducting legal proceedings, obtaining legal advice or defending any legal rights
- Monitoring for equal opportunities purposes
- Providing a confidential service where the Individual consent cannot be obtained or where it is reasonable to proceed without consent

Rights of individuals

All Individuals have the right to access the information Redbay Boats holds about them. Customers can withdraw their consent at any time in writing. Redbay Boats will respond within 10 working days to discuss the request.

By consenting to this privacy notice, you are giving your consent and permission for Redbay Boats to process your data for the purposes identified.

If you have any questions, please contact our office on 028 2177 1331 or email anya@redbayboats.com