

Millbrook Lake Mooring Association, Privacy Policy

Millbrook Lake Mooring Association (MLMA) is a company limited by guarantee set up by the local users of the lake to ensure that the control of mooring remains within the community. The Millbrook Lake sea bed is owned by either the Duchy of Cornwall or Mount Edgcumbe Estate depending on the location. Millbrook Parish Council has leased this sea bed and the MLMA issues licences on its behalf to its members (both commercial and private) allowing them to lay moorings as specified by the licence.

What information do we hold about you and why do we hold it?

When you apply for a mooring licence the MLMA asks you to fill in a moorings application which contains the following information:

- Your name
- Your address
- Your telephone numbers
- Your boat details

The MLMA uses this information to contact you when necessary (for instance to notify you of the MLMA AGM) and to manage the moorings and moored vessels in the lake. We need this information to carry out our duties and will be unable to issue a licence if it is not provided. If there is any correspondence between you and us (paper or electronic) then we will also keep copies of this with your records.

Your information will only be accessed by MLMA board members in the pursuit of their duties and will be stored securely. We will not share this information with any third parties (inside or outside the United Kingdom) unless required to by law.

How long do we hold your information for?

We will hold your information for as long as you are a member of the MLMA. We will retain your information for 2 membership years following the one in which you ceased to be a member.

What are my rights?

- You can ask us what information we hold about you at any time.
- You can ask us to correct any information we hold that is incorrect.
- You can ask us to delete information we hold about you (this may prevent us issuing you with a Mooring Licence).
- Where we are unable to delete your information, you can tell us to restrict the processing of your information. In this case the information will be held separately and will only be used for purposes we are legally obliged to carry out.

Who should I contact if I want to exercise these rights or if I have any other questions?

Please contact the MLMA Chairman:

Ken Banks
3 Old School House
Garret Street
Cawsand
Cornwall

Email: chairman@mlma.co.uk