

Privacy Statement

Cromarty Firth Port Authority (CFPA) trading as Port of Cromarty Firth (PoCF) is a Trust Port which exists to improve, safeguard and develop the Cromarty Firth as a Port for the benefit of stakeholders. It is a self-financing commercial business and 100% of any profits (surplus) is reinvested in the development of the Port.

PoCF is committed to ensuring that your privacy is protected and that we fully comply at all times with the Data Protection Act 1998, General Data Protection Regulations 2016 and all other applicable legislation.

Using our Website:

You use our website anonymously unless you choose to provide us with information about yourself. We protect your personal information on the internet to an equivalent high standard as that of our responsibilities to you in any other dealings that we may have with you.

What information do we collect?

We collect your name, email address, address, phone number etc. for business purposes only. We hold information for use for the purpose of administrative, communication, marketing and legislative purposes which will be done according to your wishes and in accordance with the law.

The information we collect and how we use it

When you communicate with the company we may need to know your name, address, email address / telephone number, and, company details if applicable. We gather this information to allow us to process and respond to any queries, complaints, requests or other requirements in order to deliver our services. The relevant information is then used by us, our agents and sub-contractors to, provide you with the information requested.

We may also use aggregate information and statistics for the purposes of monitoring website usage in order to help us make the website more user-friendly and to improve our services. We may provide such aggregate information to third parties, but these statistics will not include information that can be used to identify any individual.

We may also want to provide you with related information from third parties (e.g. local authorities or industry bodies such as Decom North Sea or Oil and Gas UK) we think may be of interest to you but we will not do so without your express consent.

Our use of cookies and other information gathering technologies

A cookie is a small text file which we transfer to your hard drive through your web browser when you visit our website or open certain emails. It enables our own system to recognise you when you visit our website again and improve our services to you. The information can be used to enhance the content of our website and make your use of it easier. We collect information about our users by the use of cookies, however PoCF do not monitor cookies. For more information about cookies please visit www.allaboutcookies.org.

How we protect your information

Security is a major issue for internet users. You need to know that a website is legitimate, and that you are communicating with PoCF. The Port's official website is www.pocf.co.uk. If you contact us via the website, your information will be stored to enable us to respond to your query. It will only be accessible to the members of staff necessary to answer your email and will only be stored for an appropriate amount of time. At the end of that retention period, your data will either be deleted completely or anonymized.

We regularly monitor our system for possible vulnerabilities and attacks, and we carry out penetration testing to identify ways to further strengthen security.

Updating your details

If any of the information that you have provided to us changes, for example if you change your email address or name, please contact our administrator via the Contact Us link on our website. Alternatively, send a letter to PoCF Administration, Port Office, Shore Road, Invergordon, IV18 0HD.

Your consent

By submitting your information you consent to the use of that information as set out in this policy. If we change our privacy policy we will post the changes on the website, so that you may be aware of the information we collect and how we use it at all times. We will also email you should we make any changes so that you may consent to our use of your information in that way. Continued use of the service will signify that you agree to any such changes.

How to contact PoCF

We welcome your views about our website and our Privacy Policy. If you would like to contact us with any queries or comments please use the 'Contact Us' link on our website.

Changes to this Policy

We reserve the right to change this Privacy Policy as we may deem necessary from time to time or as may be required by law. Any changes will be posted on the website, the document will specify the effective date and you are deemed to have accepted the terms of the Policy on your first use of the website following the alterations.

Marketing Permissions

A member of PoCF may contact you by post, email, text message and telephone but we will not do so without your express consent.

Recruitment

We encourage engagement with potential candidates however we do not store speculative CVs, therefore your personal data will not be held on the company server.

Date of Issue: May 2018