

# Website privacy notice

In the spirit of transparency, this privacy notice details how Harbour Energy processes any personal data collected or received when users visit our website [www.harbourenergy.com](http://www.harbourenergy.com).

## What information do we collect and how is it used?

When someone visits [www.harbourenergy.com](http://www.harbourenergy.com) we collect standard internet log information and details of visitor behaviour patterns to find out things such as the number of visitors to various parts of the website.

We collect this information in a way which does not identify individuals and we do not make any attempt to find out the identities of those visiting. We will not associate any data gathered from this site with any personally identifying information from any source. If we do want to collect personally identifiable information through our website, we will highlight this in advance. We will make it clear when we collect personal information and will explain what we intend to do with it.

When you submit your personal details to us via our website 'contact us' function, we will use that information to respond to your message. Your message will be relayed to the relevant department who will respond directly to you. We will never share, trade or sell your information to a third-party for marketing purposes.

## How do we use cookies?

Cookies are small text files placed on your computer by websites you visit. They are widely used in order to make websites work, or work more efficiently, as well as provide information to the owners of the website. For further information on the cookies related to this website, please go to [Our Cookie Policy](#).

## Who has access to data?

Any personal information processed via the website, i.e. the website 'contact us' function, will only be shared internally with Harbour Energy staff, if access to that information is necessary for the performance of their roles. Occasionally, we may be required to share information with a competent public authority, government, regulatory or fiscal agency, where it has been deemed necessary to comply with a legal or regulatory obligation. In all circumstances, the data will be subject to confidentiality arrangements.

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### How do we protect data?

Harbour Energy has implemented a number of operational controls and internal policies to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by employees in the performance of their duties.

Should any data be transferred outside of the European Economic Area it will be protected by appropriate transfer safeguards, which guarantee an adequate level of data protection wherever your data is physically kept.

When we engage suppliers and partners to process data on our behalf, we do so on the basis of written instructions, ensuring the third-party has implemented appropriate technical and organisational measures to ensure the security of data. In all circumstances, we will ensure that the data is protected and transferred in a manner consistent with applicable data protection laws.

### How long do we retain data?

Harbour Energy shall only retain data for as long as necessary to fulfil the purpose for which it was collected before securely deleting it.

### External links

Our website may contain links to third-party sites. This privacy notice does not apply to those third-party sites. We recommend that you read the privacy notice of any other sites that you visit as we cannot accept responsibility for the privacy practices of these sites, which may differ from ours.

### Your rights

As a data subject, you have a number of rights, as follows:

- Access and obtain a copy of your data on request
- To change incorrect or incomplete data
- To delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- To object to the processing of your data in certain circumstances
- To stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights or if you are unhappy with the way that Harbour Energy has processed your personal data, please [contact us](#).

If you believe that we have not complied with your data protection rights, or you are not satisfied with our response, you can complain to the Information Commissioner via [www.ico.org.uk](http://www.ico.org.uk).

If you have any further questions about anything in this privacy notice, please [contact us](#).

### Changes to this privacy notice

We may update this privacy notice from time to time and it is recommended that you review it on occasion for possible changes. This privacy notice was last updated 31 March 2021.