

Port of Rotterdam Authority

Rotterdam, December 2020

This privacy statement applies to inland shippers, shipping companies, shipbrokers and agents (hereinafter: "Data subjects") in relation to Port of Rotterdam Authority ("PoR") with regard to port dues.

When you as shipper enter the port of Rotterdam and make use of the facilities of the port of Rotterdam, PoR charges and collects port dues. There are separate procedures for seaport dues ("SPD") and inland harbour dues ("IHD"). On our website you can find more information about SPD and IHD, such as our General Terms and Conditions. Go [here for SPD](#) and [here for IHD](#).

In this privacy statement we would like to inform you about the processing of personal data by *the Port Dues domain* (seaport and inland harbour dues) and the departments of PoR responsible for the processing. PoR is the controller within the meaning of the General Data Protection Regulation ("GDPR").

This specific privacy statement should be read in combination with our [General Privacy Statement](#).

Contact details

Port of Rotterdam Authority

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3072 AP Rotterdam

Data Protection Officer

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*Do you have any questions or would you like to exercise your individual rights?
Please contact us via the general GDPR mailbox at AVG@portofrotterdam.com.*

1. Introduction

Your privacy is important to us. We handle your data with care and we comply with the laws and regulations that apply to your privacy.

This privacy statement sets out everything concerned with the way in which your personal data is collected and how we handle this at PoR. In addition, you will also find all your rights regarding your data and how you can exercise them.

2. Processing of personal data

In order to calculate and collect SPD and IHD, PoR may process the following personal data you provide:

- Contact person's first and last name;
- Contact person's position;
- Contact person's email address(es) and telephone number(s);
- IHG: vessel name and vessel identification number (ENI number);
- Company address details;
- Company bank details (IBAN);
- Business email address and telephone number;
- Extract from CoC: all accessible CoC details;
- VAT number.

3. Purpose

The above-mentioned personal data, or certain data derived therefrom, will solely be processed for the following purposes:

- Invoicing/crediting of port dues and verification thereof;
- Push invoicing (for further information see [website](#));
- Determining discounts on port dues;
- Customer relations management and/or customer satisfaction surveys;
- Receivables management;
- Handling any potential legal disputes.

4. Legal grounds

PoR will only process your personal data if there is a legal ground for such processing. You can find an explanation of such grounds below.

Performance of a contract PoR may process your personal data in order to enter into and perform a contract with you.

Legitimate interest

In some cases, the processing is necessary for the purposes of the legitimate interest pursued by PoR or a third party (e.g. to maintain contacts with clients), except where such interests are overridden by the interests for fundamental rights and freedoms of the data subject

The data PoR processes in the context of customer relations management and/or customer satisfaction surveys, the data processed in the context of IHD push notifications, are processed on the the basis of Article 6(1)(f) GDPR (legitimate interest).

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If you do not pay an invoice, your information will be transferred to a bailiff. This transfer is also based on the basis of Article 6(1)(f) GDPR (legitimate interest).

5. Consequences of not providing personal data

As a Data subject you are not obligated to provide your personal data. However, without providing your personal data, we may be unable to execute specific activities with regard to port dues..

6. Retention periods

PoR will not retain your personal data for longer than is strictly necessary for the purposes for which the personal data has been collected.

Personal data will be retained for a maximum of 7 years after it has been collected for the above-mentioned purposes. It may, however, be necessary to retain the personal data longer in order to meet legal or regulatory obligations.

7. Exchange of personal data

The personal data will only be provided to the following third parties for the purposes set out above:

- Authorised representatives;
- Service providers and/or subcontractors of PoR;
- Authorised public agencies, government bodies, regulators or the Dutch Tax and Customs Administration, if necessary to meet an obligation under laws or regulations incumbent on PoR.

PoR has taken the necessary organisational, contractual and legal measures with relation to the parties to which it provides personal data, including the conclusion of data processing agreements with processors. These measures safeguard the careful and secure processing of personal data according to the GDPR.

8. Transfer of personal data outside the European Union

PoR does not process or provide personal data to countries outside the European Economic Area (EEA).

9. Inspection and processing by external sources

In order to conduct a responsible invoicing policy, information about you may be obtained from external sources, including the public domain. Consider here, for example, the CoC Register and the Land Register.

10. Rights of Persons Involved

As Data subject, the GDPR grants you the following rights:

- The right to access and copies of your personal data;
- The right to correct your personal data;
- The right to request PoR to delete you data;
- The right to restrict the processing of your personal data;
- The right to object to the processing of your personal data;
- The right to portability of your data.

If you wish to exercise these rights, you can submit a request via Port of Rotterdam Authority's general GDPR mailbox AVG@portofrotterdam.com or by completing the form for rights of Persons Involved which is available on PoR's corporate website . Please note: the above rights are not absolute. This means that HBR is not always required to comply with a request to exercise one of the aforementioned rights.

11. Complaints

Although PoR makes every effort to protect your privacy, if you are unhappy about the way in which we process your personal data and/or handle your rights, you may lodge a complaint to the Dutch Data Protection Authority ('Dutch DPA'). You can find the DPA contact details on [the website](#) of the DPA.

12. Changes to the privacy statement

This privacy statement was finalised on 23 December 2020. PoR reserves the right to make changes to this privacy statement. The most recent version of the privacy statement will always be available on PoR's corporate [website](#).