

Tauranga Bridge Marina Limited Privacy Policy

Tauranga Bridge Marina is committed to protecting personal information in accordance with the Privacy Act 2020. This policy applies to personal information we collect about berth holders, visitors, customers, contractors, suppliers, and other people who interact with the marina.

1. Purpose of Collection

We collect personal information (including names, contact details, vessel information, contractor details and CCTV footage) only where we need it to:

- Manage marina operations and berth agreements
- Ensure safety, security, and compliance
- Respond to emergencies, incidents, or environmental risks
- Meet legal, regulatory, and reporting obligations

2. How Information Is Collected

Personal information may be collected directly from you, including in person, by phone, by email, through forms or agreements, and through our security systems (including CCTV) or from authorised representatives, contractors, insurers, or regulatory authorities where permitted by law.

We may use AI tools to assist with berth management, contractor onboarding, document review, insurance certificate verification, customer communications, meeting summaries, and the preparation of operational reports. Any use of personal information within these systems will be subject to our privacy and security requirements.

3. Use and Disclosure of Information

We may use or disclose personal information where necessary to:

- Operate and manage the marina
- Protect people, property, and the environment
- Respond to spills, discharges, accidents, or emergencies
- Comply with legal and regulatory requirements

This may include disclosure to relevant authorities such as:

- Regional Councils (including pollution and environmental response teams)
- Maritime New Zealand
- Emergency services
- WorkSafe New Zealand
- Law enforcement or other authorised agencies

Information will only be shared where lawful, necessary, and proportionate to the situation.

Where applicable, we may use personal information to assess creditworthiness, collect payments, and manage overdue amounts. This may include disclosure to credit reporting, credit enforcement or debt collection agencies, and, where a berth occupier is in default, to the New Zealand Marina Operators Association.

4. Environmental and Safety Incidents

In the event of an actual or suspected environmental incident (such as fuel or oil discharge), personal information (including contact details) may be provided to regulatory authorities without prior consent where required to prevent or lessen serious environmental harm or to support investigation and enforcement.

5. Storage and Security

We take reasonable steps to protect personal information from loss, unauthorised access, use, or disclosure. CCTV footage is securely stored, access is restricted to authorised personnel, and footage is retained only for as long as necessary for security, safety, or investigative purposes.

6. Access and Correction

You have the right to request access to, and correction of, personal information we hold about you. Requests can be made by contacting us using the details below. We may need to confirm your identity before releasing information. We will respond to access or correction requests within the timeframes required by the Privacy Act 2020.

7. Retention

Personal information is retained only for as long as necessary to meet operational, legal, and regulatory requirements. Once no longer required, personal information is deleted or destroyed.

8. Contact

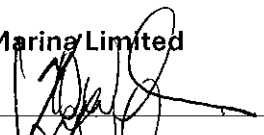
For privacy enquiries or requests, please contact:

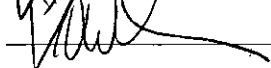
Privacy Officer: Tony Arnold/Marina Manager

Email: tony@marina.co.nz

Phone: 07 575 8264

Tauranga Bridge Marina Limited

Policy Approved:  _____

Director Approval:  _____ Date: 11 June 2026

Policy Annual Review: June 2027