

PORT OF EDMONDS

P O L I C Y

POLICY NAME: Privacy Policy

POLICY NO.: 3.20.20

EFFECTIVE DATE: July 1, 2004

REVISED DATE:

Regulation/Code Reference:

Policy Overview Statement: The Port of Edmonds respects your privacy. Please read the following to learn more about the Port of Edmonds' privacy policy.

Policy: This policy covers how the Port of Edmonds treats personal information that the Port of Edmonds collects and receives, including information related to your past business with the Port of Edmonds. Personal information is information about you that is personally identifiable such as your name, address, phone number, boat registration number, and other information that may not otherwise be publicly available.

The Port of Edmonds collects personal information when you conduct business with the Port of Edmonds such as mooring your boat on a temporary or permanent basis at the Port of Edmonds, launching your boat at the Port of Edmonds, hauling your boat out at the Port of Edmonds, and storing your boat on land at the Port of Edmonds on a temporary or permanent basis.

When you first conduct business with the Port of Edmonds staff may ask for information such as your name, address, phone number, boat registration number, boat make, and boat length.

The Port of Edmonds does not rent, sell, share, or release personal information about you with other people or companies except to provide products or services you've requested, when it has your permission, or under the following circumstances:

- The Port of Edmonds responds to subpoenas, court orders, or legal process, or to establish or exercise its legal rights or defend against legal claims.
- The Port of Edmonds shares information, as necessary, in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, or otherwise required by law.
- The Port of Edmonds, as a public agency, will respond to public records requests under Chapter 42.17 RCW (the "Public Records Act"). Information you provide to the Port of Edmonds may be subject to disclosure under the Public Records Act.

The Port of Edmonds may update this policy. Updates will be posted on the Port's web site and available at the Port's Administration or Marina Operations offices.

If you have any questions, please contact the Port's Executive Director at:

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