

EAST SUFFOLK INTERNAL DRAINAGE BOARD

GOVERNANCE

DATA PROTECTION POLICY

WATER MANAGEMENT ALLIANCE

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Last Reviewed : May 2018

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The Data Protection Act 2018 and the General Data Protection Regulation 2018 are designed to cover the collecting, storing, processing and distribution of personal data. It gives rights to individuals about whom information is recorded and maintained. This applies to all individuals whether they are employees, Board members, ratepayers or members of the public.

DATA PROTECTION POLICY

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DATA PROTECTION POLICY

Introduction

The Data Protection Act 2018 (DPA) has replaced the Data Protection Act 1998, it came into force on 25th May 2018.

The General Data Protection Regulation 2018 (GDPR) is the protection of natural persons with regard to the processing of personal data and on the free movement of such data. The GDPR was adopted in the UK on 14th April 2016, came fully into force on 25th May 2018 and is to be adhered to, alongside the Data Protection Act 2018.

The General Data Protection Regulation 2018 is designed to cover the collecting, storing, processing and distribution of personal data. It gives rights to individuals about whom information is recorded. This applies to all individuals whether they are an employee, elected member or a member of the public.

Employees and Board Members of East Suffolk Internal Drainage Board (hereinafter referred to as “the Board”) have a duty to be aware of the General Data Protection Regulation principles in order to comply with the law on data protection.

Data Protection Principles & General Data Protection Regulation Responsibilities

To meet the requirements of the Data Protection Act 2018, The Board fully endorses the eight principles contained therein, adhering to them at all times.

These principles are:

- Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any way incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal data shall be processed in accordance with the rights of data subjects under the Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

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- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedom of data subjects in relation to the processing of personal data.

To meet the requirements of the General Data Protection Regulation 2018, The Board fully endorses the main responsibilities as set out in Article 5, adhering to them at all times.

Your data will be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which it is processed, is erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Board's commitment to the Data Protection Act & the General Data Protection Regulation

East Suffolk Internal Drainage Board will do the following to comply with the Data Protection Act principles and the General Data Protection Regulation responsibilities:

- Observe fully the conditions regarding the fair collection and use of information.
- Meet its legal obligations to specify the purposes for which information is used.
- Collect and process appropriate information and only to the extent that it is required to fulfil operational needs or to comply with any legal requirements.

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- Ensure the quality of information used.
- Ensure that information held is erased at the appropriate time.
- Ensure that the rights of individuals about whom we hold information can be exercised fully under the DPA & GDPR, including:
 - The right to be informed that processing is being undertaken
 - The right of access to their personal information
 - The right to correct, rectify, block or erase information that is regarded as wrong
 - The right to data portability
- Take appropriate technical and organisational security measures to safeguard personal information.
- Ensure that personal information is not transferred abroad without suitable safeguards.

Board's commitment to Data Protection

East Suffolk Internal Drainage Board adheres to its commitment to Data Protection by:

- Allocating specific responsibility for data protection to at least one person.
- Ensuring that employees handling personal information are supervised appropriately.
- Processing requests for access to personal information in a timely and courteous manner.
- Recording any breaches in data protection policy and taking disciplinary action as appropriate.
- Periodically reviewing the management of personal information and updating the policy and procedures accordingly.

Access to personal information

For information about how to request access to personal information please contact info@wlma.org.uk.

P J CAMAMILE
DATA PROTECTION OFFICER



Register of data controllers

Entry details

Organisation name : East Suffolk Internal Drainage Board

Registration reference : Z1364810

Date registered : 21 July 2008

Registration expires : 20 July 2018

Organisation Address

Kettlewell House
Austin Fields
King's Lynn
Norfolk
PE30 1PH

Trading names

Water Management Alliance

This data controller states that it is a public authority under the Freedom of Information Act 2000 or a Scottish public authority under the Freedom of Information (Scotland) Act 2002

Nature of work description

Nature of work - Internal drainage board

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to provide water drainage services; carry out the assessment, collection and levy of drainage rates; undertake data matching under national fraud initiatives; manage and support our employees.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family and representative details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods and services

We also process sensitive classes of information that may include racial and ethnic origin, trade union membership and physical or mental health details.

Who the information is processed about

We process personal information about:

- customers
- ratepayers
- complainants
- enquirers
- land and property owners
- employees
- suppliers

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- current, past and prospective employers
- debt collection and tracing agencies
- financial organisations
- professional advisers and consultants
- suppliers and services providers
- local and central government
- ombudsmen and regulatory authorities
- data processors
- auditors and audit bodies

- police forces
- water authorities and utility companies
- National Rivers authority and other internal drainage boards

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

This data controller also processes personal data which are exempt from notification.

End of Report

Certificate

Organisation Name:

East Suffolk Internal Drainage Board

Reference number:

Z1364810

Tier:

Tier 1

Start date:

21 July 2008

End date:

20 July 2019

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Data Protection Officer