

Black Sluice Internal Drainage Board

Policy No: 32

Data Protection Policy

Review Dates:

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Board Approved	15 th June 2016
Reviewed	Audit & Risk Committee 27 th May 2016

INTRODUCTION

The Data Protection Act 1998 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, member or a member of the public.

Employees and Board Members of Black Sluice Internal Drainage Board have a duty to be aware of the Data Protection Act principles in order to comply with the law on data protection.

Data Protection Principles

To meet the requirements of the Data Protection Act 1998, Black Sluice Internal Drainage 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.

- 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.

Black Sluice Internal Drainage Board's commitment to the Data Protection Principles

Black Sluice Internal Drainage Board will do the following to comply with the principles:

- 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.
- 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 Act, 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
- Take appropriate technical and organisational security measures to safeguard personal information.
- Ensure that personal information is not transferred abroad without suitable safeguards.

Black Sluice Internal Drainage Board adheres to its commitment to Data Protection by:

- Allocation of specific responsibility for data protection to at least one person.
- Ensure that employees handling personal information are supervised appropriately.
- Requests for access to an individual's own personal information are dealt with in a timely and courteous manner.
- Record any incidents of breach in data protection policy and take disciplinary action as appropriate.
- Undertake regular review of management of personal information and update when necessary.

Access to personal information

For information about how to request subject access to personal information please contact: mailbox@blacksluiceidb.gov.uk (Fee applicable)

Approved by the Board on the 15th June 2016