

# WITHAM FOURTH DISTRICT INTERNAL DRAINAGE BOARD

## Data Protection Policy

### Introduction

The Data Protection Act 1998 which replaced the 1984 Act received Royal assent on 16th July 1998 and came fully into force in 1999.

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, elected member or a member of the public.

Employees and Board Members of Witham Fourth District Internal Drainage Board (hereinafter referred to as "the 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, 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.
- 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.

## **Board's commitment to the Data Protection Principles**

The Board will do the following to comply with the Data Protection 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.

## **Board's commitment to Data Protection**

The Board adheres to its commitment to Data Protection by:

- Allocating specific responsibility for data protection to at least one person (Chief Executive).
- 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.