



## Data Protection Policy

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1.	Introduction .....	1
2.	Data Protection Principles & General Data Protection Regulation Responsibilities.....	2
3.	The Board's Commitment to the Data Protection Act & the General Data Protection Regulation .....	3
4.	The Board's Commitment to Data Protection .....	3
5.	Access to Personal Information .....	3

### 1. Introduction

The Data Protection Act 2018 (DPA) has replaced the Data Protection Act 1998; it came into force on 25<sup>th</sup> 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 14<sup>th</sup> April 2016, came fully into force on 25<sup>th</sup> May 2018 and is to be adhered to, alongside the Data Protection Act 2018.

The GDPR 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 employees, elected/appointed members or a member of the public.

Employees and Board Members of the Black Drain Drainage Board (hereafter referred to as 'the Board') have a duty to be aware of the GDPR principles in order to comply with the law on data protection.

## **2. 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 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 be 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 the data subject 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.

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; further processes 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 be 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.

### **3. The Board's Commitment to the Data Protection Act & the General Data Protection Regulation**

Black Drain Drainage Board will undertake 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
  - 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

### **4. The Board's Commitment to Data Protection**

Black Drain 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.

### **5. Access to Personal Information**

For information about how to request access to personal information please contact:

[info@yorkshirehumberdrainage.gov.uk](mailto:info@yorkshirehumberdrainage.gov.uk)