



# Ouse & Humber Drainage Board

## Privacy Notice – Board Members

Document Control		
Version	Approved	Next Review
1	May 2020	May 2025

1.	Introduction .....	2
2.	How do we get your information? .....	2
3.	What personal data do we process? .....	2
4.	What do we use your information for? .....	3
5.	Lawful basis for processing your personal data .....	3
6.	Data Sharing .....	3
7.	Your duty to inform us of changes .....	4
8.	How long we keep your personal data and is it secure? .....	4
9.	Change of purpose .....	5
10.	What rights do you have? .....	5
11.	How to complain .....	6

## **1. Introduction**

This privacy notice tells you what to expect when Ouse and Humber Drainage Board ('OHDB' or 'the Board') collects personal information about you during and after your office as a Member of the Board.

As a registered Data Controller, OHDB will only process personal information in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR), as stipulated in the Data Protection Policy.

This notice should be read in conjunction with the Board's General Privacy Policy and other corporate policies and procedures.

## **2. How do we get your information?**

We get information about you from the following sources:

- Directly from you.
- From your local authority if you are an appointed board member.

## **3. What personal data do we process?**

We use the following types of personal data in relation to Board Members:

- Personal contact details such as your name, address, contact telephone numbers (landline and mobile) and personal email addresses.
- Details of any paid employment, occupations/partnerships, directorships, consultancies, sponsorships, memberships of clubs and organisations.
- Any interests in land (location and nature of interest).
- Financial interests including shares or bonds.
- Political declarations, conflict of interest declarations or gift declarations.
- Any criminal convictions that you declare to us.
- Material information required by the Board's insurers e.g. any harm caused to the Board's property or staff, previous insurance claims, criminal convictions or charges, bankruptcy.
- Attendance at board meetings and sub-committee meetings.
- Attendance at conferences, training and other events.
- Grievance and dignity at work matters and investigations to which you may be a party or witness.
- Disciplinary records and documentation related to any investigations, hearings and warnings/penalties issued.
- Whistleblowing concerns raised by you, or to which you may be a party or witness.
- Accident records if you have an accident at any of the Board's premises.
- Details of any access needs or reasonable adjustments.
- Dietary requirements if attending training events / conferences.
- Information you have provided regarding Protected Characteristics as defined by the Equality Act and s.75 of the Northern Ireland Act for the purpose of equal opportunities monitoring. This includes racial or ethnic origin, religious beliefs, disability status, and gender identification and may be extended to include other protected characteristics.
- Photos and CCTV images.

#### **4. What do we use your information for?**

We use your information to fulfil our duties as an Internal Drainage Board, namely to:

- Publicise the names of Board Members (e.g. on the Board's website)
- Hold Board meetings and make minutes
- Conduct elections for elected board members every three years
- Maintain a publicly available register of declared interests for Board Members
- Maintain a publicly available register of gifts and hospitality
- Obtain insurance for the Board
- Organise and conduct training events / conferences
- Adhere to policies and procedures e.g. HR, Health and Safety.

#### **5. Lawful basis for processing your personal data**

Depending on the processing activity, we rely on the following lawful basis for processing your personal data under the GDPR:

- Article 6(1)(c) so we can comply with our legal obligations as an Internal Drainage Board.
- Article 6(1)(d) in order to protect your vital interests or those of another person.
- Article 6(1)(e) for the performance of our public task.

#### ***Special category data***

Where the information we process is special category data, for example your health data, the additional bases for processing that we rely on are:

- Article 9(2)(a) – your explicit consent.
- Article 9(2)(c) – to protect your vital interests.
- Article 9(2)(e) – made public by the data subject.
- Article 9(2)(f) – for the establishment, exercise or defense of legal claims.

#### **6. Data Sharing**

In some circumstances, such as under a court order, we are legally obliged to share information. We share information with a small number of companies that provide professional services to the Board, including our IT services provider and internal auditor. We may share information with other public authorities and the appointed external auditor.

Any third-party services providers used by the Board are required to take appropriate security measures to protect your personal information in line with our policies. The Board does not allow any third-party service providers to use your personal data for their own purposes; they are only permitted to process your personal data for specified purposes and in accordance with our instructions.

#### ***Data transfer***

We do not routinely transfer personal data overseas but if this is necessary, we would ensure that we have appropriate safeguards in place.

## **7. Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your membership of the Board.

## **8. How long we keep your personal data and is it secure?**

### ***Retention***

OHDB will hold your personal data for the duration of your membership with the Board. At the end of your term of membership, your data will not be kept longer than necessary for the purpose for which it was processed. For example, contact details and declarations of interest forms will be kept for 2 years after membership ends.

### ***Security***

We hold this information on secure computer servers that are restricted to named staff or professional services suppliers. Information is backed up to secure off-site servers that are managed by our professional IT services suppliers. We hold some paper records securely on premises owned by Ouse and Humber Drainage Board. We routinely use the following security measures:

- 2-step authentication to access the Board's IT network
- Encryption – information is hidden so that it cannot be read without special knowledge (such as a password)
- Access restriction – controlling access to systems and networks to stop people who are not allowed to view personal information from getting access to it
- Training – staff training to make them aware of how to handle information and how and when to report when something goes wrong.
- System testing – testing of our technology and processes including keeping up to date with the latest security updates
- Audits – regular audits of our policies, processes and systems to ensure compliance
- Pseudonymisation – use of a different name or random number so we can hide parts of your personal information from view.
- Redaction of any text in published documents (e.g. meeting minutes) that pertains to personal information.

In the event of a breach of data protection, it will be reported to the Chief Executive within 24 hours of it occurring and logged for future monitoring. A reportable breach will be reported to the Information Commissioner's Office within 72 hours of discovery and if necessary, the police. A breach is reportable depending on the size and sensitivity of it. If a breach involves a high risk of harm to individuals' rights, the individuals affected will be directly notified with details of the breach, likely consequences, and measures taken by the Board to mitigate the risk of adverse effects.

## 9. Change of purpose

The Board will only use your personal information for the purposes for which it is collected, unless it is reasonably considered that the information needs to be used for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this required or permitted by law.

## 10. What rights do you have?

As an individual you have certain rights regarding our processing of your personal data; these are summarised below. Please note that your rights may be limited and subject to restrictions in certain situations.

- **Right to request access** – you have the right to access the data that we hold on you; to do so, you should make a subject access request.
- **Right to request correction** – if any data we hold about you is incomplete or inaccurate, you are able to require us to correct it.
- **Right to request erasure** – if you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
- **Right to object to processing** – in situations where we are relying on a legitimate interest (or those of a third party) you have the right to the way we use your data where we are using it.
- **Right to request the restriction of processing** – you have the right to ask us to stop the processing of data of your personal information. We will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
- **Right to portability** – you may transfer the data that we hold on you for your own purposes.
- **Right to request transfer** – you have the right to request the transfer of your personal information to another party.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you have any questions about this Privacy Notice or wish to exercise any of the rights explained above, please contact the Chief Executive or the Policy & Finance Manager:

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

**Telephone:** 01430 430237

**Post:** Yorkshire Humber Drainage Board, 91 Bridgegate, Howden, DN14 7JJ

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

## **11. How to complain**

If you have a concern about the way we are processing your personal data, we request that you raise your concern with the Chief Executive in the first instance, using the contact details above.

Alternatively, you can complain to the ICO:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113