

# Strine Internal Drainage Board

## ***DATA PROTECTION & PRIVACY***

The Strine Internal Drainage Board collects and holds data in the following circumstances: -

### **1. Rates payers.**

The Strine Internal Drainage Board holds contact details of people, businesses or organisations who own land within the drainage district and therefore are eligible to pay rates on that land.

Though accounting details and general data on the IDB are a matter of public record, details of rates payers are not and will not be shared beyond the board without prior permission from the individual or company. There may however be situations where contact details will need to be shared with a contractor in order for them to arrange maintenance work on land on behalf of the IDB.

Data on rate payers is collected from the people, businesses or organisations themselves and the information we hold is as follows:

- Name of business, organisation or person from whom the rates are levied
- Name of any specific person or persons within the rateable business or organisation who we deal with
- Address for invoicing
- Area and location of land within the drainage district; and in certain circumstances land ownership details of land bordering the IDB area.
- Any communications between the IDB and the rate payer.

### **2. Other**

Contact details for other people, businesses or organisations may be held for the following reasons: -

- Companies the Strine IDB deals with or who undertake work for us
- Interest groups or organisations with whom we work or engage with
- Land owners whom we have had reason to deal with in managing watercourses and infrastructure who are beyond the drainage district area

Data held will be contact details, previous communications and any information shared by them on land, assets etc.

All data is securely held in files or on a PC with appropriate levels of security on it. The Clerk to the Strine Internal Drainage Board acts as Data Protection Officer.

Any personal information collected is protected under the eight data protection principles outlined in the Data Protection Act 1998. These principles protect the reasonable and lawful use of personal data without infringing user privacy.

If you require further information of what data is held, please contact the clerk to the board via the contact details below.

September 2018