

North Somerset Levels Internal Drainage Board

PRIVACY NOTICE

The General Data Protection Regulation (GDPR) has been implemented in the UK through the Data Protection Act 2018 (The Act), which came into force on 25 May 2018.

North Somerset Levels Internal Drainage Board is registered with the Information Commissioner's Office as a data controller, and can be contacted at The Cider House, The Grange Business Park, Hewish, Weston-super-Mare, North Somerset, BS24 6RR; tel no. 01934 833388; email admin@nslidb.org.uk

This Notice sets out details of the personal information the Board may collect from you and how we may use it.

Types of information

Unless otherwise agreed with you, we only process the minimum personal data required to deliver the service, which includes names, contact details and land ownership/occupation details. The only special category information or information related to criminal convictions or offences we would ever process would be in relation to staff personnel files.

Use of Your Information

Your information may be used to:

- Comply with legal and regulatory requirements
- Fulfil any contractual agreements between you and the Board
- Carry out Drainage Board functions as per the Land Drainage Act 1991
- Process job applications

Legal Basis for Processing Your Information

The legal basis for collecting and using your personal information will depend on the personal information concerned and the specific context in which the Board collect it; specifically the Board will normally process your personal information from you only:

1. Where the Board have your consent to do so;
2. Where the Board need the personal information to perform a contract with you;
3. Where the Board have a legal obligation to collect personal information from you;
4. To carry out Drainage Board functions as per the Land Drainage Act 1991;
5. Where the processing is a legitimate interest or processing is necessary to protect the vital interests of you or another person and isn't overridden by your rights.

If the Board asks you to provide personal information to comply with a legal requirement or to perform a contract with you, the Board will make this clear at the relevant time and advise you whether the provision of your personal information is mandatory or not.

If the Board collects and uses your personal information in reliance on legitimate interests (or those of any third party), the Board will make clear to you at the relevant time what those legitimate interests are.

Disclosure of your information.

The Board does not undertake any marketing activities or sell your information to any third parties.

The Board may disclose your personal information to third parties when permitted by law including:

- With your consent;
- To suppliers in order for them to provide services to the Board, which may include:
 - Payroll
 - IT file storage and management services
 - Contactors
- When under a duty to disclose or share your information in order to comply with any legal obligation, or in order to enforce or apply the Board's Terms and other agreements; or to protect the Board's rights, property, or safety, employees, or others. This includes North Somerset Council and the Environment Agency.
- We also have a legal duty to exchange information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Storage of Information

Personal information will be stored securely either in locked filing cabinets, locked safes or on encrypted IT equipment, and only held for as long as we have a legitimate need to do so.

Your Rights

You have the following data protection rights:

- To access the personal data we hold about you
- That your personal information remains correct and up-to-date;
- You can object to processing of your personal information, ask the Board to restrict processing of your personal information;
- If the Board has collected and processed your personal information on the basis of your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing the Board conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent;
- You have the right to complain to the Information Commissioner's Office (website: ico.org.uk).

If the Board has collected and processed your personal information under a legal obligation then you have no right to object to the Board holding the relevant data. The Board further does not require your consent to hold the relevant data and you have no right to have it erased.

Contact

The North Somerset Levels IDB Data Protection Officer is Mike Riggall who can be contacted at:

North Somerset Inspire Ltd
 Town Hall
 Walliscote Grove Road
 Weston-super-Mare
 North Somerset
 BS23 1UJ
 Tel: 01934 634609
 email: dpo.nslidb@n-somerset.gov.uk

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