

The Romney Marshes Area Internal Drainage Board

Privacy Notice

Under the General Data Protection Regulation, the Romney Marshes Area Internal Drainage Board (RMAIDB) must be transparent and provide accessible information to individuals about what personal data we hold and how it is collected, used, stored and deleted. The RMAIDB respects the right to privacy and is committed to maintaining it and will only collect, hold, store and process personal information in accordance with the relevant laws and regulations which require the Board to hold such information.

Obligations and Use of Information

The RMAIDB is the Data Controller and Data Processor and is therefore responsible for collecting and/or using personal data for the following reasons:

- Service delivery, including watercourse maintenance and management
- Regulatory, licencing and enforcement functions
- Research, such as consultations
- Financial transactions
- Employment
- Rating

Legal Obligation to the Use of Information:

- Land Drainage Act 1991
- Local Government Finance Act 1992
- Internal Drainage Boards Finance Regulations 1992
- Water Management Act 2010
- Environment Act 1995
- Environmental Protection Act 1990
- Wildlife and Countryside Act 1981
- Countryside and Rights of Way Act 2000

Personal Information that we may collect from Third Parties:

- Details of land ownership/occupation.
- Contact details of land owners/occupiers
- HM Land Registry details

Who we may share your information with:

- Environment Agency
- Natural England
- Historic England
- East Sussex County Council
- Kent County Council
- District/Borough Councils
- Contractors/Consultants
- Water Management Alliance (Computerised Rating System)
- Elected and Council Appointed Members of the Board
- HMRC

RMAIDB will only give access and share personal information with those who have a legitimate reason to know and solely for the interests of drainage, flood risk and local ecology. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

A Data Privacy Impact Assessment (DPIA) will be completed at the beginning of any major project involving the use of personal data, or if there is a significant change to an existing process.

Security of your information:

- We have in place organisational, procedural and technical security measures designed to protect personal information from unauthorised use or disclosure
- Password protected mobile phones, laptops and computers
- Personal information is kept secure at all times and the Board's office premises are locked when closed
- We have in place Data Sharing Code of Practice to ensure that when we do share personal information this is done responsibly and securely
- Disposal of data – general electronic data is deleted, and hard copies are shredded

Links on our Website:

There are links on the Board's website to other websites which are not under the control of the RMAIDB, therefore we have no control over their nature, content or the availability to those sites. The presence of these links does not infer recommendation or endorsement of these sites or the views expressed within them.

Your Rights:

- To know what we are doing with your data and why
- To get copies of the data we hold about you
- To get your data corrected
- To make a complaint to the Information Commissioners Office

The RMAIDB will always seek to comply with your requests. However, we may be required to hold or use your information to comply with legal duties. For further information about your rights, including the circumstances in which they apply, please see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

Who to Contact:

The Board's Data Protection Officer is Nick Botting, who can be contacted at nick@rmaidb.co.uk or by post at Romney Marshes Area IDB, Suite 7, Old Barn Offices, Salts Farm, East Guldeford, Rye.

Data Protection Policy documents to be reviewed every 5 years and approved.