

WOODWALTON DRAINAGE COMMISSIONERS Privacy Policy

Woodwalton Drainage Commissioners (hereafter 'the Commissioners') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

WHAT PERSONAL INFORMATION DO WE COLLECT?

The records held by the Commissioners may include the following information:

- Name.
- Home address.
- Email address.
- Telephone number.
- Land owned or occupied.
- Drainage rates applicable to that land

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via telephone, letter, email or personal contact. At the point that you provide your personal information for rating purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide our Commissioners activities and services to you.
- For administration, planning and management of your land records within the drainage District.
- To communicate with you about your drainage rates or meetings.
- To monitor, develop and improve the rating records.

We'll send you messages by email, other digital methods, telephone and post to advise you of Drainage activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- Internally - to committee members and staff members – as required to facilitate and update your land records.
- Externally – Your Land Agent, personal advisors, legal representatives.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the Commissioners we will seek your permission and inform you as to who the information will be shared with and for what purpose.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED AND TO ENSURE THE INFORMATION WE HOLD IS ACCURATE AND UP TO DATE, RATEPAYERS NEED TO INFORM THE COMMISSIONERS AS TO ANY CHANGES TO THEIR PERSONAL INFORMATION. YOU CAN DO THIS BY CONTACTING THE CLERK AT ANY TIME:

Email: russellianwright@hotmail.co.uk

Telephone: 01733 351223

On an annual basis you will have the opportunity to update your information, as required, via contact to the Clerk. Should you wish to view the information that the Commissioners holds on you, you can make this request by contacting the Clerk – as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to another individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into our online services.

Your information is held on a database/spreadsheet and accessed by committee members and staff – as appropriate.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available at the Drainage Commissioners office or on the Web site. This policy may change from time to time. If we make any material changes we will make members aware of this via the web site.

CONTACT

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us:

Email: russellianwright@hotmail.co.uk

Telephone: 07808582250 or 01733 351223