

DATA PROTECTION POLICY

The Broads Authority (“the Authority”, “we”, “us”) has published the following Data Protection Policy. Our Data Protection Officer is responsible for the implementation of this policy and can be contacted at Yare House, 62-64 Thorpe Road, Norwich, Norfolk NR1 1RY or on 01603 610734 or by email at broads@broads-authority.gov.uk

This Data Protection Policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data. It reflects the provisions of the EU General Data Protection Regulation.

We are committed to:

- Ensuring that we comply with the six data protection principles, as listed below.
- Ensuring that data is collected and used lawfully, fairly and transparently.
- Collecting only the minimum personal information required for these purposes and not processing excessive personal information.
- Establishing a Data Privacy Policy.
- Maintaining an inventory of the categories of personal information processed by us.
- Processing personal data only where this is strictly necessary for legitimate organisational purposes.
- Taking steps to ensure that personal data is accurate and kept up to date.
- Retaining personal information only for so long as necessary for legal or regulatory reasons or, for legitimate organisational purposes.
- Respecting individuals’ rights in relation to their personal information, including their right of subject access.
- Ensuring that a Data Protection Officer is appointed to monitor this policy, liaise and co-operate with the Information Commissioner’s office and to deal with any queries or subject access requests.
- The application of the various exemptions allowable by data protection legislation.
- Ensuring that all staff are made aware of good practice in data protection and providing adequate training for all staff responsible for personal data.
- Ensuring that everyone handling personal data knows where to find further guidance
- Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly.
- Adopting internal policies and implement measures which meet the principles of data protection by design and data protection by default.
- Ensuring that we and anyone processing personal data shall implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk.

- Take appropriate steps to manage risk arising out of data processing and the rights and freedoms of data subjects.
- Only transferring personal information outside the EU in circumstances where it can be adequately protected.

Data protection principles

1. Personal data shall be processed lawfully, fairly and in a transparent manner.
2. Personal data shall be collected for specified, explicit and legitimate purposes.
3. Personal data shall be adequate, relevant and limited to what is necessary.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data is retained only for as long as necessary.
6. Personal data shall be processed in an appropriate manner to maintain security.

Freedom of Information Act 2000

The Freedom of Information Act 2000 allows the public access, subject to certain exemptions, to all types of information held by public authorities, including this Authority. Requests for personal information will be dealt with under the Data Protection Act.

Version 1.0

Dated: 12th February 2018

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Prepared by Solicitor and Monitoring Officer