

## Data Sharing Policy

1. Danvm Drainage Commissioners (the Board) holds personal data of land owners and land occupiers within its district. That information is used to enable the Board to carry out its functions.
2. Where the functions of the Board are carried out by contractors or third party agents, it may be necessary to share personal data with those organisations to enable them to carry out the functions of the Board.
3. Before personal information is shared the Board will normally require that there is a data sharing agreement with the contractor or agent which addresses the following;
  - a. The recipient organisation has a policy in place dealing with data sharing and security.
  - b. The recipient has in place systems to ensure the data is received, stored, and dealt with in a secure manner.
  - c. Staff and other recipients of the data have received adequate training on their duties and responsibilities.
  - d. The data is destroyed when it is no longer required, or at the end of the contract.
4. Where there is no data sharing agreement, a separate agreement in relation to the sharing of data will be requested before data is shared.
5. The Board will consider the nature of the recipient and the type of data which is being shared before a decision is made to share the data.
6. The Board may also require the recipient of the data to indemnify the Board against any claim, complaint or actions arising from their failure to store, process, use, keep or destroy the data in accordance with their obligations.
7. It is not anticipated that the Board will share sensitive personal data under this agreement.
8. Data that is shared may consist of data which is publically available and data which is not publically available.
9. All data may be shared by post, or telephone (where the identity of the recipient has been verified) or secure email. Data may also be shared by non secure email when it is appropriate to do so, given the nature of the data.
10. Data owners will be informed annually of the possibility that their data will be shared.
11. In case of accidents and emergencies, data will be shared according to the circumstances that prevail at that time.

**Approved at a meeting of the Board 30 June 2016**