



# Sow & Penk

Internal Drainage Board

## DATA SHARING & PRIVACY NOTICE

1. The Board hold personal data, including names, addresses and telephone numbers, relating to land owners and/or land occupiers for the purpose of exercising the Board's functions. Some of this data is information which is in the public domain, and some is not publicly available.
2. The Board uses personal data in a number of ways, for example to raise and collect drainage rates, or to communicate with riparian landowners, for example to arrange maintenance works, or to arrange access. The Board is registered with the Information Commissioner's Office ("ICO") as a data controller.
3. In carrying out its functions, the Board may appoint third-party agents and contractors to carry out certain services on its behalf. The Board may disclose personal data to those third parties for that purpose. The third party will therefore process personal data on behalf of the Board.
4. The Board will only process and/or share your personal data where it is necessary to do so, for the Board to fulfil its public tasks and functions, including performing land drainage and water management tasks, in the public interest.
5. Your details will be retained for as long as you own or occupy land which the Board need, or in future may need, access to in order to carry out its functions.
6. You have rights in relation to any personal data the Board holds about you. You can request access to the data, ask the Board to update your data, ask the Board not process it until it is updated, and you have a right to object.
7. If you want to contact us in relation to your rights, if you have any concerns about the sharing of your data, or if you wish to make a complaint then please contact us on 01302 337798 or at [info@shiregroup-idbs.gov.uk](mailto:info@shiregroup-idbs.gov.uk). The Board's Complaint Policy can be found on the website at <https://www.shiregroup-idbs.gov.uk>.
8. Should you not be satisfied with any response from the Board then you can also raise any concerns you have with the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Tel: 0303 123 1113 or via [www.ico.org.uk](http://www.ico.org.uk)

## CERTIFICATION

By Order of the Sow & Penk Internal Drainage Board

28 January 2026

Certified by Craig Benson, Clerk

This document is next scheduled for review January 2029