

TAY DISTRICT SALMON FISHERIES BOARD

General Data Protection Regulations Data Handling Policy

Introduction

TDSFB has rights and duties under the Salmon and Freshwater Fisheries Act 2003 that necessitate the processing of personal data. The Board accepts that it is a data controller for the purposes of the General Data Protection Regulation [GDPR].

How TDSFB uses personal information

GDPR legislation says that TDSFB must make sure that personal information is -

- fairly, lawfully and transparently processed
- accurate and up to date
- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary
- kept securely
- not kept for longer than necessary

Compliance

The officer responsible for compliance with GDPR is the Clerk for TDSFB who will maintain data in compliance with GDPR.

Periodically the information held by TDSFB will be audited by the Clerk to ensure all databases are compliant with the principles of GDPR to ensure:

- Data is accurate and up to date
- No more data is held than is necessary
- The data is held only for as long as it is required

It will be recorded that an audit has taken place and that data held by TDSFB is compliant with GDPR.

Security

TDSFB will ensure that all its data, physical data and digital data, is stored securely.

Requests for information

TDSFB undertakes to respond within 28 days to written, including via email, request by a data subject for details of information about them that is held by TDSFB.

Privacy notice

TDSFB displays a Privacy Statement on its website.