



Complying with the Data Protection Act 1998

Policy 55_02

Issued 01/12/09

Policy statement

The Environment Agency will comply with the Data Protection Act 1998 when it collects, holds and processes personal data.

Objectives

This policy will provide a clear framework for how we will manage compliance with data protection requirements.

Policy authorisation

Policy sponsor

Graham Green-Buckley, Head of Corporate Security

Chair approval body

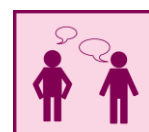
David Jordan, Director of Operations and Senior Information Risk Owner



Document details



References



Feedback

Contact for queries

Sandra
Cavill

Data
Protection
Manager

Explanatory note

Background

The Data Protection Act 1998 sets out [eight data protection principles](#) for the processing of [personal data](#). Personal data is information about living identifiable individuals. The Environment Agency must comply with these principles.

1. Personal data shall be processed fairly and lawfully.
 2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
 3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
 4. Personal data shall be accurate and, where necessary, kept up to date.
 5. Personal data processed for any purpose or purposes shall not be kept for any longer than is necessary for that purpose or those purposes.
 6. Personal data shall be processed in accordance with the rights of data subjects.
 7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
 8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
-

Desired outcomes

- All personal data processed by the Environment Agency is handled in compliance with the data protection principles.
 - Anyone managing and handling personal data understands they are personally responsible for following data protection requirements.
 - Anyone managing and handling personal data is appropriately trained.
 - Anyone with an enquiry about data protection knows who to contact for advice.
-

Audience

All Environment Agency staff, contractors and temporary employees.

References

- [985_08 Definition of personal data](#)
- [986_08 Data protection principles](#)
- [981_08 Collecting, using and sharing information](#)
- [979_08 Accuracy, adequacy and relevance of personal data](#)
- [988_08 Retention and disposal of personal data](#)
- [983_08 Managing a subject access request quick](#)
- [989_08 Security of personal data](#)
- [987_08 Processing personal data as part of a criminal investigation](#)
- [982_08 Data processor agreements for contracts that process personal data](#)

- [980_08 CCTV and data protection](#)
 - [984_08 Overseas transfers of personal data](#)
-

Policy implementation plan

Who are the target audiences?

All Environment Agency staff, contractors and temporary employees.

Do they require awareness training or education?

Yes.

What do they need to know?

How to identify if they are handling personal data as part of their role.
What responsibilities they have when handling personal data.
Who in the Environment Agency can provide advice on the correct handling of personal data.

When do they need to know it?

When staff begin their role, and when they take on new responsibilities that involve handling personal data.

How will they be told?

Mandatory annual training.
[Data Protection e-learning course \(internal\).](#)
Tailored training specific to their role.

Who will tell them?

Line manager.
Corporate Security team.

Monitoring of progress

Methods

Explain the methods for monitoring progress here.

Success criteria	Date completed
Staff successfully complete the mandatory training.	On appointment, and then annually.
The number of security incidents reported to the Corporate Security team that involve personal data reduce.	Ongoing.
Regular enquiries for advice made to the Data Protection team.	Ongoing.

Comments

Fill in details here.
