



# Trent Valley Internal Drainage Board

## Water Management Consortium

### Privacy Notice (Consents)

Trent Valley Internal Drainage Board is a Data Controller and can be contacted at:

Wellington House  
Manby Park  
Manby  
LOUTH  
Lincolnshire  
LN11 8UU  
Tel: 01507 328095

The Data Protection Officer can be contacted on [governance@tvidb.co.uk](mailto:governance@tvidb.co.uk) or at the address above.

We are collecting your personal data in order to process your application under the Land Drainage Act 1991 and the Board's Byelaws and to allow us to perform tasks which are in the public interest. If you do not provide the information required on the form then we will not be able to process your application.

The Board is a member of the Water Management Consortium and personal data may be shared with/processed by other members of the Consortium in line with our data sharing agreement.

Your data may also be shared with Board Members, the Environment Agency, Lead Local Flood Authority, local district councils and agents/representatives acting on our behalf. Data may be used in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your personal data will be kept for a period of 10 years in paper and electronic format in line with our document retention policy.

You have the right to access your data and to ask us to rectify mistakes. In some circumstance you may also have the right to request we erase your data, restrict our processing, object to processing or move your data. Please contact the Data Protection Officer for further information or go to the Data Protection page of our website where your rights are explained in more detail ([www.wmc-idbs.org.uk/TVIDB/Governance/Data-Protection.aspx](http://www.wmc-idbs.org.uk/TVIDB/Governance/Data-Protection.aspx)).

If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance.

If the matter is not resolved you can contact the Information Commissioner's Office at:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113.