KIRKBY IRELETH PARISH COUNCIL

# PRIVACY POLICY

**Version 1.1**

**February 2026**

## REVISION COMMENTARY

| VERSION | DATE | APPROVED BY | SUMMARY OF CHANGES |
|---|---|---|---|
| 1.0 | 10 Dec 25 | Chairman | Initial Issue |
| 1.1 | 19 Feb 26 | Full Council | Format refresh |
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**Correspondence Contact Details**

Kirkby Ireleth Parish Council
Burlington House East
Kirkby-in-Furness
Cumbria
LA17 7UW

Email: clerk@kirkbyirelethpc.org.uk

## 1. Introduction

Kirkby Ireleth Parish Council ("the Council") is committed to protecting your personal data and being transparent about how we collect, use, and store it. This Privacy Policy explains how we comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and related legislation.

This policy applies to all personal data processed by the Council in the course of its duties.

## 2. Data Controller

Kirkby Ireleth Parish Council is the **data controller** for the personal data it processes. If you have any questions about this Privacy Policy, or about how the Parish Council processes your personal data, or if you wish to exercise your data protection rights or raise a query or complaint, please contact us at:

**Contact details:**

Kirkby Ireleth Parish Council
Burlington House East
Kirkby-in-Furness
Cumbria
LA17 7UW

Email: clerk@kirkbyirelethpc.org.uk

The Council does not have a standalone Data Protection Officer. Data protection matters are overseen by the Clerk, with external advice sought where necessary.

## 3. What Personal Data We Collect

The Council only collects personal data that is necessary for the performance of its functions. This may include:

- Names and titles
- Postal addresses
- Email addresses and telephone numbers
- Records of correspondence with the Council
- Details required for payments, grants, or reimbursements
- Information provided when submitting comments, complaints, or representations
- Councillor contact details published in accordance with transparency requirements

The Council **does not routinely process special category data** (such as health information or political opinions). If such data is exceptionally required, it will only be processed in accordance with UK GDPR safeguards.

## 4. How We Use Your Personal Data

The Council may use your personal data for the following purposes:

- To carry out its statutory duties and powers as a parish council
- To communicate with residents, councillors, and other stakeholders
- To manage meetings, agendas, minutes, and decision-making processes
- To respond to enquiries, comments, or complaints
- To administer finances, including payments, grants, and audit requirements
- To maintain required records and registers
- To meet legal, regulatory, and audit obligations

## 5. Lawful Basis for Processing

Under UK GDPR, the Council processes personal data on the following lawful bases:

- **Legal obligation** – where processing is required by law
- **Public task** – where processing is necessary for the performance of the Council's official functions
- **Contract** – where processing is necessary to fulfil a contract
- **Consent** – where you have given clear consent (used sparingly and withdrawn at any time)

## 6. Sharing Your Personal Data

The Council will only share personal data where it is lawful and necessary. This may include sharing with:

- Local authorities and public bodies
- Contractors and service providers acting on behalf of the Council
- Professional advisers (such as auditors)
- Regulatory bodies where required by law
- All third parties are required to handle personal data securely and in accordance with data protection law.

## 7. Data Retention

The Council keeps personal data only for as long as necessary. Typical retention periods include:

- Council minutes and formal records: **permanent**
- Financial records: **6–8 years**
- Correspondence and emails: **up to 6 years**, depending on context
- Complaints records: **up to 6 years**
- Data is securely deleted or destroyed when no longer required.

## 8. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate or incomplete data
- Request erasure of your personal data (where applicable)
- Restrict or object to processing
- Request data portability (where applicable)
- Withdraw consent (where consent is the lawful basis)
- Lodge a complaint with the Information Commissioner's Office (ICO)

**ICO contact details:**

Website: https://ico.org.uk
Telephone: 0303 123 1113

## 9. Security of Your Data

The Council takes appropriate technical and organisational measures to protect personal data against loss, misuse, unauthorised access, or disclosure.

## 10. Changes to This Policy

This Privacy Policy will be reviewed periodically and updated as necessary. The current version will always be published on the Council's website.