

Data Protection and Privacy Policy

Irton Parish Council is the data controller for personal information belonging to its councillors, employees, volunteers, and residents of the Parish. Personal information is data about an individual which allows that individual to be identified. A data controller is an entity that determines the purposes and means of the processing of personal data. Other data controllers that the Council works with include principal authorities and other public sector authorities. Data may be shared in the interests of residents. Any questions, complaints or exercise of rights should be directed to the relevant data controller.

This policy sets out the legal duties of the Council under the General Data Protection Regulation (GDPR) and Data Protection Act 2018, and the data privacy rights of all individuals whose data it seeks or holds. All councillors, employees, and volunteers are expected to comply with this policy at all times to protect individuals' rights to privacy and confidentiality as well as the interests of the Council.

The Council will process some or all the following data as necessary to its functions:

- Names, titles, aliases, photographs
- Contact details such as phone numbers, postal addresses, and email addresses
- Education and work history (where relevant to a role or function)

The Council recognises that at times it must keep and process sensitive and personal information about councillors, employees and residents. The Council seeks to process data lawfully, transparently and fairly in accordance with the GDPR and Data Protection Act 2018. Data is collected for specified, legitimate purposes of membership and employment and is not provided to other bodies.

The Council only uses personal data for the following purposes:

- To deliver public services that residents request, including to understand residents' needs, inform them of other relevant services, and confirm their identity.
- To contact residents by post, email, telephone or social media.
- To meet all legal and statutory obligations and powers including any delegated functions.
- To promote the Council's interests.
- To maintain our own accounts and records.
- To seek residents' views, opinions, or comments.
- To notify residents of changes to our services, councillors and events.

- To send residents communications which they have requested and that may be of interest to them.
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council.

What is the legal basis for the Council's processing of personal data?

The Council has certain powers and obligations. Most personal data is processed for compliance with legal obligations which includes the discharge of the Council's statutory functions. Sometimes when exercising these powers or duties it is necessary to process personal data of our parishioners. We will always take into account the interests and rights of these individuals.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use. Where the Council needs to share personal data with third parties, these third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. These may include local authorities or non-profit organisations with whom we are engaged.

There is special protection for the personal data of a child. If the Council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully.

How long do we keep personal data?

We may keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time (e.g. it is currently best practice to keep financial records for a minimum period of eight years to support HMRC audits or provide tax information). We may have legal obligations to retain some data in connection with our statutory obligations. The Council is permitted to retain data in order to defend or pursue legal claims. We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavor to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

1. The right to be informed. This is a key transparency requirement of the GDPR, giving you the right to be provided with clear and concise information about what the Council does with your personal data.

2. The right to access personal data we hold on you. At any point you can contact us to request the personal data we hold on you as well as why we have this personal data, who has access to the personal data and where we obtained the personal data.

3. The right to correct and update the personal data we hold on you. If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

4. The right to have your personal data erased. If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (e.g. because we need it to comply with a legal obligation).

5. The right to object to the processing of your personal data or to restrict it to certain purposes only. You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

6. The right to data portability. You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so.

7. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained. You can withdraw your consent easily by telephone, e-mail, or by post.

8. The right to lodge a complaint with the UK's data protection authority. You can contact the Information Commissioner's Office on 0303 123 1113 or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

9. The right not to be subject to automated decision-making including profiling. You have the right not to be subject to a decision when it is based on automated processing, and it produces an adverse legal effect or significantly affects you. You have the right to be able to obtain human intervention, express your point of view, and obtain an explanation of the decision and challenge it. To qualify as human intervention, it must be carried out by someone who has the authority and competence to change the decision. Profiling is defined as any form of automated processing intended to evaluate certain personal aspects of an individual, in particular to analyse or predict their location, movements, behaviour, health, interests, reliability, personal preferences, work performance, and/or financial situation.

When exercising any of these rights, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.