

EAST KIRKBY PARISH COUNCIL

EMAIL CONTACT PRIVACY POLICY (2026)

Adapted and Modified Specifically for East Kirkby Parish Council by
Mrs. J Mussett (Parish Clerk)
and
Mr. B Nowicki (Chairman of the Parish Council)
May 2026

INTRODUCTION

When you contact us the information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access to our facilities and services. Your personal information will be not shared or provided to any other third party.

The Parish Council has a Right to Process Information under General Data Protection Regulations Article 6

Specifically:

Processing is with consent of the data subject or,

Processing is necessary for compliance with a legal obligation or,

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

East Kirkby Parish Council has a duty to ensure the security of personal data.

We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure.

This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted. (You may request the deletion of your data held by East Kirkby Parish Council at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Parish Clerk, East Kirkby Parish Council at clerk@eastkirkby-pc.gov.uk.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Parish Clerk, contact details as above, to request this.

Information Deletion

If you wish East Kirkby Parish Council to delete the information about you, please contact the Parish Clerk, contact details as above, to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Parish Clerk, contact details as above, to object.

Rights Related to Automated Decision Making and Profiling

East Kirkby Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to East Kirkby Parish Council Data Information Officer: the Parish Clerk, contact details as above, and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary

In accordance with the law:

- East Kirkby Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision.
- East Kirkby Parish Council does not use profiling, does not sell or pass your data to third parties.
- East Kirkby Parish Council does not use your data for purposes other than those specified.
- East Kirkby Parish Council makes sure your data is stored securely.
- East Kirkby Parish Council deletes all information deemed to be no longer necessary.

East Kirkby Parish Council constantly reviews our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

