

What is the service being provided?	Essex Journal: Contact							
What personal data do we need from you?	<ul style="list-style-type: none"> • First Name • Last Name • Email address 							
Who will be using your Personal Data?	Who is the Data Controller ?	Essex Journal						
	Who is the Data Controller's Data Protection Officer ?	Not applicable						
	Are there any Data Processors ?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>			
	Who are they?	Not applicable						
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):	To respond to your queries						
	The Legal Condition (s):	Article 6(1)a) the data subject has given consent						
Who else might we share your data with?	Not applicable							
Will your data be stored in or be accessible from countries with no UK-equivalent Privacy Law protections ?	No							
How long will your data be kept?	When will it stop being used?	When we have dealt with your query						
	How long after this will it be deleted?	6 months						
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input checked="" type="checkbox"/>
	Restrict	<input checked="" type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input checked="" type="checkbox"/>	Automate	<input type="checkbox"/>
	This is what could happen if you refused to let us use your data for this purpose:	We will not be able to deal with your enquiry						
Visit the following links for more information about Privacy Law, our obligations and your Rights:								
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016								
If you have concerns over the way we are asking for or using your personal data, please raise the matter by the following means:								
Postal Address	30 Main Road, Broomfield, Chelmsford, CM1 7EF							
Email	board@essexjournal.co.uk							
Phone Number								
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:								
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF							
Online Form	https://ico.org.uk/concerns/handling/							
Phone Number	0303 123 1113							

Guidance

1. Who is a Data Controller? This is the Organisation.
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2. Who is the Data Protection Officer? This is a statutory post either within the organisation or a contracted service
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3. What is a Data Processor? This is someone who uses the data in order to deliver a service on behalf of a Data Controller
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4. What are Purposes? This is what the data will be used for
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5. What are the legal conditions?
 - a. **Personal Data** can be lawfully processed for the using the following conditions:
 - i. Consent
 - ii. Necessary to perform a contract obligation
 - iii. Blue light emergency services
 - iv. Statutory Duty
 - v. Legitimate Interests
 - b. **Sensitive Personal Data** can be lawfully processed for the using the following conditions:
 - i. Explicit Consent
 - ii. Employment, Social Security, Social Protection
 - iii. Blue light emergency services
 - iv. Legitimate Activities of 'charities/not for profit' organisations
 - v. Made Public by the person
 - vi. For legal defence/claims
 - vii. Substantial Public Interest
 - viii. Health & Social Care provision and management
 - ix. Pan UK Public Health (Epidemics)
 - x. Archiving for scientific/historical research or statistical purposes
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6. Legitimate Interests cannot be used as a processing condition other than in exceptional circumstances
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7. Any country outside of the European Economic Area (EU countries, plus Iceland, Lichtenstein and Norway) is not considered to have the same legal protections as the UK
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8. The right to inform requires us to tell you about how your rights are managed including if information available to be rectified, modified, erased or restricted
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9. The right to access means we must be able to provide a copy of your data to you upon written request
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10. The right to rectify requires us to correct inaccurate data. This may not always be possible.
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11. The right to erasure requires us to securely destroy the data we hold.
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12. The right to restrict requires us to stop processing data (other than keeping it secure) whilst a complaint is resolved.
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13. The right to Data Portability only applies in a narrow set of circumstances and involves the right to ask a supplier to transfer you data to a new supplier.
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14. The right to object requires us to stop using the data for the purposes for which it was collected. This does not apply to any legal obligations to process the data, but does apply for any processing under Consent, e.g. marketing or profiling

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15. The right to refuse automated decision making means if a computer makes a decision about your service will be delivered; they have the right to request the decision to be made by a human Being.

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