

Essex JOURNAL

A REVIEW OF LOCAL HISTORY & ARCHAEOLOGY

Privacy Policy

Essex Journal respects your privacy when you use our services and is committed complying with privacy legislation.

The information below is what is referred to as a 'Privacy Notice' which explains how we use and protect your personal information.

You will see below a list of services that we provide. These link to more detailed information about how we use and protect your personal information, simply click on the link to find out more.

If you have any concerns or questions regarding how we look after your personal information, please [contact us](#)

Privacy Notices:

- [Subscriptions](#)
- [Mailing List](#)
- [Contact](#)

How we use personal information

We need to use the information you give us to deliver services and manage those services

We do not sell personal data to any other organisation for the purposes of selling products.

What are our legal reasons for processing personal information?

There are a number of legal reasons why we need to collect and use personal data. Each privacy notice from the menu above explains for each service which legal reason is being used. Generally we collect and use personal information in the following circumstances:

- Where you have given consent
- Where you have entered into a contract with us

Where we are using your consent to process your personal data, you have the right to withdraw that consent at any time. If you wish to withdraw your consent, please [contact us](#) so that your request can be dealt with.

Your Rights

The law provides you with a number of rights to control the processing of your personal information. Please [contact us](#) to exercise these rights:

Accessing the information we hold about you

You have the right to ask for all the information we have about you. When we receive a request from you in writing, we must normally give you access to everything we have recorded about you where the law allows this

Changing information you believe to be inaccurate

We need to keep your information up to date so we can continue to deliver your service. Please let us know if your details change.

Asking for your information to be deleted (right to be forgotten)

In some circumstances you can request the erasure of the personal information used by the Organisation, for example:

Restricting what your information is used for

You have the right to ask us to restrict what we use your personal data for. When information is restricted it cannot be used other than to securely store the data, unless we have your consent. Where restriction of use has been granted, we will inform you before the use of your personal information is resumed.

Computer based decisions about you and if you are 'profiled'

You have the right to object about decisions being made about you by automated means (by a computer and not a human being), unless it is required for any contract you have entered into, required by law, or you have consented to it. You also have the right to object if you are being 'profiled'. Profiling is where decisions are made about you based on certain things in your personal information. If and when the Organisation uses your personal information to profile you, you will be informed.

How do we protect your information?

We will do what we can to make sure we hold personal records (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them.

Cookies & how you use this website

To make this website easier to use, we sometimes place small text files on your device (for example your iPad or laptop). These are known as 'cookies'. Most big websites do this too.

They improve things by:

- remembering the things you've chosen, so you don't have to keep re-entering them whenever you visit a new page
- remembering data you've given (for example, your address) so you don't need to keep entering it
- measuring how you use the website so we can make sure it meets your needs.

By using our website, you agree that we can place these types of cookies on your device.

We do not use cookies on this website that collect information about what other websites you visit (often referred to as privacy intrusive cookies).

Our cookies aren't used to identify you personally. They're just here to make the site work better for you. Indeed, you can manage and/or delete these files as you wish.

To learn more about cookies and how to manage them, visit AboutCookies.org or watch a video about cookies.

How you use this website (something called 'Google Analytics')

We use Google Analytics to collect information about how people use this site. We do this to make sure it's meeting peoples' needs and to understand how we can make the website work better.

Google Analytics stores information about what pages on this site you visit, how long you are on the site, how you got here and what you click on while you are here. We do not collect or store any other personal information (e.g. your name or address) so this data cannot be used to identify who you are.

We also collect data on the number of times a word is searched for on the site and the number of failed searches. We use this information to improve access to the site and to identify gaps in the content and see if it is something we should add to the site.

Unless the law allows us to, we do not:

- share any of the data we collect about you with others, or
- use this data to identify individuals.