

## EES for Schools Privacy Notice

### What service is being provided?

EES for Schools' provision of services and sales and marketing activity

### What personal data do we need from you?

#### Website:

When you register to receive updates from us, we will request your **name** and **email address**.

To ensure we provide the best online service to all visitors to our website (EESforschools.org), our website collects certain data (through [cookies](#)) about how you use the website. This data in no way identifies you as an individual but informs us of visitor behaviour on the website. However this data includes **location data** which is now deemed to be personal data.

#### Other activity:

We may also request personal data from you at other times, such as events. At this time, we may ask for your **name, signature, email address, telephone number, job title, organisation name and dietary requirements**. The requirements for this data will be detailed at the time of sign-up or at point of registration.

### What 'special types' of personal data do we need from you?

Depending on the activity, we may from time to time request data considered to be 'special' data such as adaptations required for accessibility purposes.

### Who will be using your personal data?

The **Data Controller** is Essex County Council.

The Data Protection Officer for Essex County Council can be contacted at [dpo@essex.gov.uk](mailto:dpo@essex.gov.uk).

There are no **Data Processors** supporting this purpose.

## **What will it be used for and what gives us the right to ask for it and use it?**

Communications as requested by customers, including marketing our services, informing customers of changes to services and the general operation of our business.

If we cannot use your data we will not be able to provide you with updates, inform you of other relevant services, and this may reduce the service we are able to provide to you.

Our legal basis for using your personal data is under our legitimate interests (if your organisation does not have a contract with us), and under a contract (where your organisation does have a contract with us).

Our legitimate interests are for direct marketing purposes allowing us to provide communications to customers about existing and new products and services for the purposes of continued business growth, and to meet your business needs.

## **Who else might we share your data with?**

We will not share your data with any other third parties for marketing purposes.

## **Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?**

No.

## **How long will your data be kept?**

If you would like your data removed from our databases for the purposes of sales and marketing, you can inform us in writing or by email. Once your request has been received, you will be unsubscribed within one week of the request. The option to unsubscribe from our marketing communications is available on all electronic communications.

If you opt out of receiving marketing communications from us we will need to retain your contact details for one year to ensure that we do not continue to send communications to you. The option to opt-out of these communications only applies to marketing/promotional communications and does not pertain to necessary communication related to the delivery of the core service.

**Our use of your data under a contract will be subject to the following legal rights:**

- Your Right to be Informed
- Your Right to Access your personal data
- Your Right for us to Rectify your personal data
- Your Right to have your personal data Erased
- Your Right to Restrict our processing of your personal data

**Our use of your data under our legitimate interests will be subject to the following legal rights:**

- Your Right to be Informed
- Your Right to Access your personal data
- Your Right for us to Rectify your personal data
- Your Right to have your personal data Erased
- Your Right to Restrict our processing of your personal data
- Your Right to Object to how we use your personal data

**Visit the following links for more information about Privacy Law, our obligations and your Rights:**

[The ICO Guide to the General Data Protection Regulation 2018](#)

[The General Data Protection Regulation 2016](#)

**If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:**

Postal Address	Data Protection Officer, Information Governance Team, Essex County Council, County Hall, Market Road, Chelmsford, Essex, CM11QH
Email	<a href="mailto:dpo@essex.gov.uk">dpo@essex.gov.uk</a>
Phone Number	0333 013 9824

**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	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>
Phone Number	0303 123 1113