

## Privacy Notice – Enquiries

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

<b>What is the service being provided?</b>	Creation and maintenance of enquiries database					
<b>What personal data do we need from you?</b>	Name	Address	Contact Numbers	Email address		
	Source of enquiry	Qualifications	Course type			
<b>Who will be using your Personal Data?</b>	Who is the <u>Data Controller</u> ?		Colchester Teacher Training Consortium			
	Who is the Data Controller's <u>Data Protection Officer</u> ?		Lauri Almond (Essex County Council)			
	Are there any <u>Data Processors</u> ?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Who are they?		CTTC			
<b>What will it be used for and what gives us the right to ask for it and use it?</b>	<u>The Purpose(s)</u> :		Statutory Duties; consent			
	<u>The Legal Condition(s)</u> :		Statutory Duty; consent forms			
<b>Who else might we share your data with?</b>	<u>Central</u> & <u>Local</u> Government					
<b>Will your data be stored in or accessible from <u>countries with no UK-equivalent Privacy Law</u> protections?</b>	No					

<b>How long will your data be kept?</b>	When will it stop being used?	18 months from date of enquiry						
	How long after this will it be deleted?	Two years						
<b>Our use of the data will be subject to your legal rights</b> (mark if applicable):	<u>Inform</u> <input checked="" type="checkbox"/>	<u>Access</u> <input checked="" type="checkbox"/>	<u>Rectify</u> <input checked="" type="checkbox"/>	<u>Erase</u> <input type="checkbox"/>				
	<u>Restrict</u> <input type="checkbox"/>	<u>Portable</u> <input type="checkbox"/>	<u>Object</u> <input type="checkbox"/>	<u>Automate</u> <input type="checkbox"/>				
<b>As you are giving us your data directly:</b>	This is the reason why we are allowed to ask for it and use it:	Consent to contact						
	This is what could happen if you refused to let us use your data for this purpose:	N/A						
<b>As you are not giving your data directly to us:</b>	This is who is giving us your personal data:							
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>			
	These are the categories of personal data being given to us	Name, address, contact details; source of enquiry						
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>								
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a>								
<a href="#">The General Data Protection Regulations 2016</a>								
<b>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:</b>								
Postal Address	IGS Essex County Council, County Hall, Chelmsford CM1 1LX							
Email	igs@essex.gov.uk							
Phone Number	0333 013 9824							
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>								
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								