

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.

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

How long will your data be kept?	When will it stop being used?	18 months from date of enquiry						
	How long after this will it be deleted?	Two years						
Our use of the data will be subject to your legal rights (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"/>				
As you are giving us your data directly:	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						
As you are not giving your data directly to us:	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						
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 with our Data Protection Officer by the following means:								
Postal Address	IGS Essex County Council, County Hall, Chelmsford CM1 1LX							
Email	igs@essex.gov.uk							
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	https://ico.org.uk/concerns/handling/							
Phone Number								