**Overview:**

This privacy notice covers the retention of data by the East Sussex Strategic Partnership (ESSP).

The ESSP takes data protection seriously. Please be assured that your information will be used appropriately in line with data protection legislation, will be stored securely and will not be process unless the requirements for fair and lawful processing can be met.

**What information is being used?**

We will collect the names and email addresses of people who subscribe to the ESSP newsletter or ESSP newsletter reminder.

**How will your information be used?**

Contact details will be used to send a quarterly reminder and subsequent newsletter.

We aim to maintain high standards, adopt best practice for our record keeping and regularly check and report on how we are doing. Your information is never sold for direct marketing purposes.

Our staff are trained to handle your information correctly and protect your confidentiality and privacy.

Your information is not processed outside of the European Economic Area.

**What is the legal basis for processing your information?**

Processing is necessary for the performance of a task carried out in the public interest.

**How long will your information be kept for?**

Names and email addresses will be kept in perpetuity until the user opts out. East time they are contacted they are given the opportunity to opt out. Alternatively users can contact the ESSP and ask to have their details removed at any time.

**Sharing your information:**

Information is only shared with those agencies and bodies who have a ‘need to know’ or where you have consented to the sharing of your personal data to such persons.

**Your rights:**

Under data protection legislation, you have the right:

* to be informed why, where and how we use your information
* to ask for access to your information
* to ask for your information to be corrected if it is inaccurate or incomplete
* to ask for your information to be deleted or removed where there is no need for us to continue processing it
* to ask us to restrict the use of your information
* to ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information
* to object to how your information is used
* to challenge any decisions made without human intervention (automated decision making)

Please visit [data subject rights](https://www.eastsussex.gov.uk/yourcouncil/about/keydocuments/foi/dataprotection/data-subject-rights/) for further details.

**How to find out more or complain:**

Should you have any further queries on the use of your information please contact:

The East Sussex Strategic Partnership, essp@eastsussex.gov.uk

You can contact the Information Commissioner’s Office if you wish to get further information or make a complaint at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

[Email ICO](https://ico.org.uk/global/contact-us/email/)

[Report a concern on the ICO website](https://ico.org.uk/concerns/)