

Department for Education Sector Email Privacy Statement - ownership of the personal data

To enable the Department for Education (DfE) to communicate key education policy and guidance updates to education providers and settings.

The Department for Education (DfE) is the Data Controller for this service and the data which is processed as part of it.

Signing up for this service is on a consent basis and the information you provide will only be used to enable you to receive these communications. You can opt out at any time.

Personal data involved in the process

We use the following information to help us manage subscriptions to the Sector Email:

- First name
- Surname
- Job role
- Establishment name
- Phase of education
- Type of organisation
- Email address (where you want to receive the communication)

We can use this lawful basis to process your personal data:

Public task – this is when we need your personal data to do our work, to provide or fund education.

How we store your personal information

The information will be stored on Granicus. Their full subscriber/participant privacy policy can be found [here](#).

Processing activities

This information will be used to subscribe you to the DfE Sector Email updates.

This information will not be shared with a third party or for any marketing campaigns.

Your rights

Under data protection law, you have rights including:

Your right of access - you have the right to ask us for copies of your personal information.

Your right to rectification - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - you have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - you have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - you have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - you have the right to ask that we transfer the personal information you have given us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please use the [DfE contact form](#)

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the [DfE contact form](#), or in writing to:

Emma Wharram
Data Protection Officer
Department for Education
7 & 8 Wellington Place
Wellington Street
Leeds LS1 4AW

You can also complain to the Information [Commissioner's Office \(ICO\)](#) if you are unhappy with how we have used your data.