

INDIVIDUAL'S RIGHTS SERIES:

1. THE RIGHT TO BE INFORMED

Have you been informed?

If an organisation is holding and using your personal information, there are a number of things they must tell you. This is part of their obligation to be open and transparent about how they use your information and put **YOU** back in control of what happens to it.

Details of who is holding your information, i.e. the name of the organisation and their contact details.

The contact details of the organisation's Data Protection Officer (if they have one).

The purposes for which the organisation wants to use your information and the legal basis they are relying upon to use it.

If they are using your information for 'legitimate interests' then their reasoning behind using this lawful basis.

An explanation of how you can withdraw your consent for them to hold and use your personal information.

Details of who they may share your information with. This could be a specific organisation, or it could be a group of organisations.

Details of any transfers of your information to 'third countries' outside of the European Economic Area.

Details of how long they intend to hold on to your personal information.

An explanation of your rights under the Data Protection (Jersey) Law 2018, and whether they make automatic decisions about you using technology.

Details of how you can raise a complaint with the Office of the Information Commissioner.

Details as to from where the organisation may have obtained your personal information, if not directly from you.