

Right to be Informed

[Redacted]

[Redacted]

Dear [Redacted]

Right to be informed

I am unable to find a Privacy Policy / Privacy Notice detailing the below information. Under Article 12 of the Data Protection (Jersey) Law 2018 I have a right to be informed about the items listed below at the time my personal data is obtained (or at the latest within 4 weeks if obtained via another source). Therefore, please provide me with a copy of your organisation's Privacy Policy/Notice that details the following:

- a. your organisations name and contact details including the details of the data protection officer (if applicable);
- b. why you are processing my personal information and what you are doing with it;
- c. the legal basis for the processing of my personal information;
- d. if you share my information who with and why;
- e. the details of transfers of my personal information to any third countries or international organisations (if applicable) and whether or not there is an adequate level of protection for my rights and freedoms;
- f. the period for which my personal information will be stored, or if that is not possible, the criteria used to determine that period;
- g. the rights available to me in respect of the processing;
- h. where the processing is based on consent, my right to withdraw consent;
- i. the existence of any automated decision-making, including profiling, and any meaningful information about the logic involved in such decision-making as well as the significance and the envisaged consequences of such processing for me;
- j. a statement of my right to lodge a complaint to the Jersey Office of the Information Commissioner;
- k. where I am obliged to provide my personal information for a legal or contractual obligation, the consequences for failing to provide such personal information;
- l. the source of my personal information (where the personal information has not been obtained directly from myself);
- m. any further information that may assist in better understand the processing of my personal information.

If you need advice on dealing with this request, the Jersey Office of the Information Commissioner (**JOIC**) can assist you. There is guidance on the website at www.jerseyoic.org or you can call them on 01534 716530.

Yours faithfully / sincerely,

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