

## **TAKE ACTION: PROTECT YOUR OWN DATA FROM MARKETING DATA BROKERS**

Data Broker companies sell school staff personal data for marketing purposes to hundreds of companies and data resellers. If you want to find out whether your personal data have been processed by these two companies, you can use our text. If you didn't expect it, and did not give consent we can help you with what to do next.

### **STEP ONE: You need to enquire at the Company(ies) directly and separately.**

Email separately:

1. datarequests@education.co.uk (see <http://www.educationcompany.co.uk/privacy-policy>)
2. privacy@menziesdistribution.com (see <https://www.jem.co.uk/privacy-notice/>)

Template email:

[Your school address, Phone number / Email]

[Email address of the organisation]

Dear Sir or Madam

#### Subject access request

[Your full name and address and any other details to help identify you and the data you want.]

Please supply the data about me that I am entitled to under a Subject Access Request under data protection law relating to me: [give specific details of the data you want, for example:

- any personal data held
- where you have passed these data on to any third parties
- inferred data about my email opening habits or personal profile created by the Company
- if my information have been used in any automated processing
- the source of how you obtained my personal data

If you need any more data from me, please let me know as soon as possible. Data protection law requires you to respond to a request for data within one calendar month, and that all reasonable requests are free of charge, so I look forward to your reply as soon as possible.

Yours sincerely,

[Your name]

**STEP TWO:** Please contact defenddigitalme, once you have a response from the company and if you have any questions or advice on how to proceed if they hold it.

info@defenddigitalme.com Tel 07510 889833

**STEP THREE:** If you are unhappy how any of your personal data are processed you may contact the Information Commissioners Office to make a complaint against the company and its processing. Contact the ICO by telephone on 0303 123 1113 or via their website <https://ico.org.uk>