

DATA PROTECTION AND PRIVACY INFORMATION

STUDENT APPLICATION



This Data Protection Privacy Notice explains what personal data EKC Group processes about you. EKC Group collects and uses your personal information in order to process your application. We will keep your data safe and will comply with all relevant data protection legislation. We will not use your data for purposes that are incompatible, such as marketing unless you have given us your consent.

The Data Controller's registered address is:	EKC Group Ramsgate Road Broadstairs Kent CT10 1PN
The Data Protection Officer's contact details are:	M: DPO@eastkent.ac.uk T: 01843 605024

What data we collect about you:

We will process the following data:

- You/your child's first name
- You/your child's surname
- You/your child's date of birth
- You/your child's contact details (email, telephone and postal address)
- You/your child's current school name and address
- The college you/your child are interested in
- Whether you/your child has an Educational Health Care Plan (EHCP)
- You/your child's interests, hobbies and work experience
- You/your child's disability and learning difficulties
- You/your child's age
- You/your child's physical/mental health (so that we can make any reasonable adjustments you/your child may need to attend an interview)
- You/your child's interview date and time
- We will also download your/your child's data from the governments learning records service (LRS) in preparation for your potential enrolment (this data will include your/your child's previous qualifications)

We will use your data for the following purposes:

- Assess if you meet the course criteria
- Check that you're eligible to do the course
- Make sure that you're that on the right course
- Ensure that we can provide the right support for your educational and support needs
- Process your application to the next stage
- Provide statistical information to government departments which provide our funding

We can legally use your data because:

- We need to fulfil our contract to process your application

Who may have access to your data?

- You
- College/Group staff
- Your parent(s), carer(s) or guardian(s) if you are under 18. (If you are 16-18 you can opt out of this if you choose to).

Updated 26/08/22

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- Government and other organisations which fully or partially fund your course (ESFA, ESF, OfS). Please read the ESFA's privacy notice at <https://www.gov.uk/government/publications/esfa-privacy-notice>
- Other government departments e.g. DfE for the purposes of maintaining the governments record of student achievements. Please read <https://www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice> for further details
- HESA (for Higher Education students)
- Agencies appointed by government to support your education, training and welfare
- Local authorities who are or may be involved in your education and support (dependent on circumstances)
- Schools, colleges, other training providers and research bodies (where there is a data sharing agreement in place or other lawful basis for sharing data)

We will keep your data for:

- 1 year if your application is unsuccessful
- Up to 2030 if your application is successful (this is so that we meet ESF funding requirements)
- The Government and other agencies that we pass your data to may keep your data for longer. For example, the DfE Learner Record Service will keep your data for 66 years.
- We will destroy your data either via electronic means or via a confidential waste service at the end of the retention period.

You have the right to:

- Access your data within 1 month of your written or verbal request
- Have your data amended if the details are incorrect
- Refuse processing of your data**
- Object to processing of your data**
- Have your data deleted**

**If you exercise these rights, please be aware that we will not be able to fulfil our contractual obligations to you.

How to lodge a complaint if you're not satisfied with the way we've managed your data

Firstly in writing to the DPO@eastkent.ac.uk

If you're still not satisfied you can contact:

The Information Commissioner's Office

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire,

SK9 5AF

www.ico.org.uk

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