

DATA PROTECTION PRIVACY NOTICE

STUDENT BURSARY AND FUNDING SUPPORT

This Privacy Notice explains what personal data the EKC Group collects and uses for the purposes of **administering your Student Bursary and Funding Support**. We will only use your data for these purposes, and we undertake to always keep your personal data confidential.

The Data Controller's registered address is:	EKC Group Ramsgate Road, Broadstairs, Kent, CT10 1PN
The Data Protection Officer's contact details are:	DPO@eastkent.ac.uk 01843 605024

What data we collect about you:

- Name
- Gender (or preferred identity)
- Contact details – address, telephone number, email
- Date of birth
- Ethnicity, proof of residency, asylum status (as applicable)
- Details about your care status (as applicable)
- Details of your parent/carer or others in your household (where applicable)
- Details of all household income (which may include proof of Universal Credit, Tax Credits, Income Support or other State benefits, Pension Credits, Housing Benefit, Council Tax Benefit, Wages, Pensions and all other income e.g. Child Maintenance or Share Dividends, Carer's Allowance etc.)
- Health details (where inferred from benefit information or to provide additional support)
- Names, dates of birth and proof of ID and benefits of your children (for childcare support only)
- Bank details and details of payments made to you
- Usage information (such as bus ticket activation and free meals allocation)
- Course information
- Attendance information

Where we get this data from:

- You
- Your parent/carer or other support person
- Local Authorities (for example your Social Worker where applicable)

We will use your data to:

- Assess your eligibility for your application
- Process and manage your bursary and other funding support
- Contact you and/or your parent/carer
- Provide evidence of eligibility to funding providers (such as the Department for Education (DfE))

Who may have access to your data:

- You
- Your parent/carer (where applicable, in relation to eligibility evidence provided by them)
- EKC staff who process applications, manage payments, assess appeals or support you during your time at college (such as Mentors)
- Third-party data processors such as PayMyStudent
- Internal and external auditors
- The Local Authority (in relation to travel costs or free school meals for example)
- Funding and regulatory bodies, such as the DfE or Ofsted
- Outside agencies we need to share information with for safeguarding reasons
- Normally, we do not store or transfer your personal data outside Europe. On the few occasions where this may happen you will be informed and advised of the appropriate safeguards that are in place.

We can legally use your data because:
<ul style="list-style-type: none"> • Contract – we are contracted with you via your application • Legitimate interest – we use data to ensure that funding and support benefits reach the right students • Legal obligation – to collect and share information in relation to compliance when pending public funds
We will keep your data for:
<ul style="list-style-type: none"> • The Group will retain personal data for no longer than is necessary to fulfil contractual and regulatory obligations in line with our Retention Schedule. • We will keep your data for the current academic year plus six years after your last payment. • For applications that are not progressed we will keep your data for the current academic year plus one year since you last modified it. • The Government and other agencies that we pass your data to may keep your data for longer. For example, the DfE Learner Records Service will keep your data for 66 years. • We will destroy your data via a confidential waste service at the end of the retention period.
You have the right:
<ul style="list-style-type: none"> • To be informed – about the personal data we process about you. • Of access – have copies to your data, within one calendar month of your written or verbal request. • To rectification – have your data amended if the details are incorrect/incomplete. • To erasure – have your data deleted, in certain circumstances. ** • To restrict processing – ask us to restrict the processing of your data, in certain circumstances. ** • To object to processing – if we process your data because it forms part of our public tasks or is in our legitimate interests. ** <p>** If you withdraw your consent or ask us to limit the processing of your data, please be aware that we will not be able to fulfil our contractual agreement with you.</p>
How to complain if you are not satisfied with the way we have managed your data:
<p>Firstly, if you have any concerns about our use of your personal data, you can make a complaint to us in writing in line with our Complaints Policy.</p> <p>If you are still unhappy with how we have used your data after raising a complaint with us, you can complain to The Information Commissioner:</p> <p>Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF 0303 123 1113 www.ico.org.uk</p>