

DATA PROTECTION PRIVACY NOTICE

STUDENT APPLICATION

This Privacy Notice explains what personal data the EKC Group collects and uses for the purposes of **processing and administering your application as a student**. 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
- Date of birth and age
- Contact details (email, telephone and postal address)
- Details of an Emergency Contact
- Parent/carer details (for students under 18 or those aged 19-24 with an EHCP)
- Details of any Educational Health Care Plan (EHCP)
- Disability and learning difficulties information
- Details about physical/mental health (for reasonable adjustments needed to attend an interview)
- Interests, hobbies and work experience
- The college and course you are applying to
- The date and time of any interviews
- Detail of unspent criminal convictions, if applicable
- Current school (name and address)
- Previous learning records from the government's learning records service (LRS)

Where we get this data from:

- You
- Your parent/carer or other support person
- Staff / systems that arrange interviews
- The Government LRS

We will use your data to:

- Assess your eligibility and suitability for the course
- Ensure that we can provide the right support for your educational and support needs
- Process your application to the next stage
- Communicate with you
- Provide statistical information to funding providers

Who may have access to your data:

- You
- Your parent/carer until the end of the academic year in which you turn 18 (unless you opt out)
- EKC staff
- Internal and external auditors
- Local Authorities who are/may be involved (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)
- Third-party processors such as the E-Prospectus application platform
- Government / other organisations which fully or partially fund your course (DfE, ESF, OfS)
- Government departments for the purposes of maintaining record of student achievements.
- HESA (for Higher Education students)
- Agencies appointed by government to support your education, training and welfare

Normally, we do not store or transfer your personal data outside the UK. On the few occasions where this may happen will ensure that the country has an adequate level of protection and/or the appropriate safeguards are in place.

We can legally use your data because:

- Contract – we need to fulfil our contract to process your application
- Public task – as a public authority we are required to process your data as part of our public interest task of providing education to you and supporting rehabilitation (where appropriate)
- Legitimate interest – to provide information to prospective students (it is in the legitimate interests of the organisation to provide information on alternative courses that applicants may be interested in. You can opt out of this at any time by contacting us).
- Vital Interests – to keep you safe and protect others as necessary

We will keep your data for:

- 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 one year if your application is unsuccessful.
- We will keep your data for the current academic year plus six years if your application is successful.
- The Government / other agencies 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:

- 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. **

** 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.

How to complain if you are not satisfied with the way we have managed your data:

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.

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:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF | 0303 123 1113 | www.ico.org.uk