

DATA PROTECTION PRIVACY NOTICE

STUDENT ENROLMENT

This Privacy Notice explains what personal data the EKC Group collects and uses for the purposes of **your enrolment and administration of your student journey**. 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
- Contact details
- Date of birth
- Gender
- NI number
- Unique Learner Number (ULN)
- Ethnicity
- Eligibility to study in the UK (such as nationality, immigration status etc.)
- Special Educational Needs and Disabilities (SEND) or additional support information (incl. EHCPs)
- Health information and details that you disclose about your welfare and wellbeing
- Detail of any unspent criminal convictions, if applicable
- Employment status
- Details of earnings or state benefits (where appropriate)
- Parent/Guardian/Carer details (for those aged under 18 or aged 19-24 with an EHCP)
- Support details (for example Social Workers for those in care / care leavers etc.)
- Emergency contact details
- Photographs (and video recordings from within public areas)
- Academic records, progress reports and achievements (incl. work experience records and references)
- Attendance, behaviour and disciplinary records
- Destination and progression information
- Details of payments made to us / any outstanding debt
- Communications with us
- Details of accidents, incidents and near misses involving you
- Details of items of EKC property that you have on loan e.g. library resources, IT / specialist equipment etc.
- Personal Emergency Evacuation Plans and Risk Assessments (where applicable)
- Safeguarding information

Where we get this data from:

- You
- Your parent/guardian/carers
- Local Authorities
- Government bodies
- Previous providers / schools
- Our staff or associated third parties

We will use your data to:

- Communicate with you (and/or your parent/guardian/carers) as appropriate
- Administer and manage your programme of learning

- Plan and manage the Group's resources
- Produce your student identity card to identify you
- Monitor academic progress, examinations, assessments and any access arrangements
- Manage your work experience placement(s), provide and obtain references including DBS checks (where applicable)
- Support your health and wellbeing and make reasonable adjustments to support you
- Check your eligibility for funding or confirm fees due (as applicable)
- Recover outstanding debt (where applicable)
- Advance equality of opportunity
- Meet legal requirements and statutory duties (for example funding, equality, health and safety, data protection, safeguarding etc.)
- Let you know about student benefits, news and updates

Who may have access to your data:

- You
- Your parent/guardian/carers until the end of the academic year in which you turn 18 (unless you opt out)
- EKC staff
- Consultants and other organisations engaged by EKC Group to deliver educational and student experience services
- Internal and external auditors
- Local Authorities who are/may be involved (dependent on circumstances)
- Government / other organisations which fully or partially fund your course (e.g. DfE, ESF, OfS)
- Government departments for the purposes of maintaining records of student achievements
- HESA (for Higher Education students)
- Agencies appointed by government to support your education, training and welfare
- Law enforcement and prosecuting authorities (incl. HMRC)
- Other support agencies
- Third-party processors such as the E-Propectus application platform
- Education software providers
- Employers
- Examination boards and awarding bodies
- Schools, colleges, other training providers, and professional and research bodies
- Schools, Colleges, Universities, Local Authorities or Employers requesting a reference or other data related to your eligibility or suitability for a placement
- The Student's Union (you automatically become a member when you enrol)
- Debt recovery agencies (where applicable)
- NHS / Public Health Protection Teams

Normally, we do not store or transfer your personal data outside the UK. On the few occasions where this may happen we 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 provide education
- 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
- Vital Interests – to keep you safe and protect others as necessary
- Legitimate interest – to provide information to students about opportunities for their future studies (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).
- Legal obligation – to collect and share information in relation to compliance when spending public funds

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 six years.
- The Government / other agencies 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 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