

DATA PROTECTION PRIVACY NOTICE

EMPLOYERS AND STAKEHOLDERS

This Privacy Notice explains what personal data the EKC Group collects and uses for the purposes of **business-to-business administration**. 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:	
• Business address • Contact information and preferences • Health & Safety information, including insurances held • Apprenticeships and/or work placements hosted • Event attendance • Disability Confident (Y/N) • Levy Payer (Y/N)* • No. Of Employers*	
<i>*Apprenticeship providers only</i>	

Where we get this data from:
• You

We will use your data to:
• Communicate with you • Administer and audit work placements, apprenticeships and/or events • Keep a record of interactions and activities • As part of a larger dataset, to generate reports on employer and stakeholder engagement

Who may have access to your data:
• You • Designated EKC staff

Please note: Our database is provided by a third-party software provider based in the UK. They are under agreement to maintain confidentiality of your personal data and will not use it for any other purposes.

We can legally use your data because:
• We need to fulfil our contract with you • Processing is necessary for our shared legitimate interests

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 seven 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 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