

DATA PROTECTION PRIVACY NOTICE

EKC INNOVATION KITCHEN



This Privacy Notice explains what personal data the EKC Group collects and uses for the purposes of your contact with the **EKC Innovation Kitchen**. 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
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The Data Protection Officer's contact details are:	DPO@eastkent.ac.uk 01843 605024
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What data we collect about you:

- Name/s
- Contact details (e.g. address, telephone, email)
- Health & Safety information, including certificates held, accessibility requirements, medical conditions, allergies and emergency contacts
- Kitchen and course bookings, including date and time
- Details of payments made.
- Product development process and technical notes.
- Intellectual property you share with us
- Incident reporting

Where we get this data from:

- You

We will use your data to:

- Communicate with you
- Administer Innovation Kitchen bookings
- Keep a record of your product development to support you in this process.
- To develop and perform to the terms set out in the Innovation Kitchen contract
- To address any outstanding payments
- Gather feedback on our services

Who may have access to your data:

- You
- Designated EKC staff
- Insurance providers (where necessary)

We can legally use your data because:

- You have given Consent for us to do so
- 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 from the last interaction you have with us.
- 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