

DATA PROTECTION PRIVACY NOTICE

DISCLOSURE & BARRING SERVICE (DBS) APPLICATIONS

This Privacy Notice explains what personal data the EKC Group collects and uses for the purposes of **ADMINISTERING AND MANAGING CRIMINAL RECORDS CHECKS (DBS APPLICATIONS)**. 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:

- Full name (including title, previous names, name at birth etc.)
- Gender,
- Date of birth and birth details such as location
- Contact details, including previous addresses - 5-year history
- Job title / role applied for
- ID documents currently required under the guidelines [here](#)

Where we get this data from:

- You
- The Disclosure and Barring Service

We will use your data to:

- Manage our records
- Evidence our compliance with statutory guidance / regulations including Keeping Children Safe in Education (KCSIE)

Who may have access to your data:

- You
- Relevant EKC Group staff
- Ofsted inspectors
- Internal/external auditors

We can legally use your data because:

- We must be able to demonstrate how we comply with the law
- Public task – as a public authority we are required to process your data as part of our public interest task of providing education

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](#).
- The length of your contract with the Group
- 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 legal obligations / 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