

This Privacy Notice explains what personal data the EKC Group collects and uses for the purposes of **ADMINISTERING AND MANAGING YOUR EMPLOYMENT APPLICATION WITH EKC GROUP**. 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:

- Your name
- Your contact details (address, email, telephone number etc.)
- Your age (range)
- How long you've lived in the UK and your Right to Work status (incl. information about Visa's)
- Disclosure of spent and unspent criminal convictions, cautions and any other related legal restrictions or allegations
- Details of prior/expected qualifications
- Details of any relevant training received
- Details of your previous/current employer(s) and employment status
- Your interests and reasons for applying
- Details about whether you need reasonable adjustments if you're invited to interview
- If you choose to upload one, any details on your CV

We include an optional question asking if you would like to be considered for a guaranteed interview scheme and therefore may also collect information about:

- Disabilities
- Care leaver status
- Armed forces / former armed forces or the partner of
- If you are part of a specified redundancy or consultation
- If you applied via our Graduate Scheme, then information around qualifications

We also collect the following, anonymised, data for equality monitoring purposes, but you can choose to opt out of this;

- Your gender
- Your gender identity
- Your ethnicity,
- Your faith and belief
- Your sexual orientation

Where we get this data from:

- You

We will use your data to:

- Communicate with you about your application
- Assess your suitability e.g. if you meet the necessary criteria, that you're eligible to work in the UK and in an educational setting (that you can meet safeguarding requirements)
- Make reasonable adjustments for interview - if you have a disability and are shortlisted
- Take up references prior to interview - if you give us permission to do so
- Monitor and make improvements to our gender, ethnicity and age balance and profile

Who may have access to your data:

- You
- Designated EKC Group staff
- Shortlisting Manager/s *
- Interviewing Manager/s *
- Third party services, including:
 - Our application system provider
 - DBS checking services (who may use sub processors located outside of the UK).
 - personality profiling services (for leadership roles only) such as <https://www.thomas.co/>

* *These staff do not have access to your gender, ethnicity, health and criminal convictions data*

We can legally use your data because:

- You have given us consent
- 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](#).
- In general, we will keep your data for;
 - the length of your employment contract + 6 years, if you are successfully appointed or are a current employee
 - 12 months, if your application is unsuccessful and you are not a current employee
- We will securely destroy your data 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 proceed with your application.

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