

DATA PROTECTION PRIVACY NOTICE

STUDENT INFORMATION, ADVICE AND GUIDANCE

This Privacy Notice explains what personal data the EKC Group collects and uses for the purposes of **providing you with Information, Advice and Guidance (IAG) to help your career and education choices.**

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
- Age
- Contact details
- Course information / past education / information you disclose about your employment, volunteering and work history
- Information you disclose about your interests and aspirations
- Information you disclose about your health including EHCP etc.
- Advice provided including progression opportunities

Where we get this data from:

- You
- Your parent/carer/social worker
- Your application to a programme of study via a third-party application (where relevant)
- Our existing student system records (where relevant)
- Staff who work with you

We will use your data to:

- Provide you with appropriate careers information, advice and guidance
- Contact you to follow up or make appointments
- Make any reasonable adjustments necessary

Who may have access to your data:

- You
- Your parents/carers
- Relevant EKC staff (including those supporting you)
- Third party providers, such as those supporting NEETs and the Local Authority if appropriate

We can legally use your data because:

- Consent – you have given us your consent
- Legitimate interests
- Performance of a contract

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 up to seven years.
- We will destroy your data via confidential means 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 – unless we process your data because it forms part of our public tasks or is in our legitimate interests

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