

DATA PROTECTION AND PRIVACY INFORMATION

DBS CONFIRMATIONS



EKC Group has an obligation under Keeping Children Safe in Education to ensure that any Contractors, visiting staff or on site partners who come onto our sites are safe to work with children and vulnerable adults. As EKC Group is an establishment for the purposes of safeguarding, we consider that anyone who is on our sites may come into contact with children and vulnerable adults and our policy is therefore to request an enhanced DBS check and confirmation of other checks from the organisations we engage with. This Data Protection Privacy Notice explains what personal data EKC Group collects and uses for the purposes of administering and managing DBS confirmations.

The Data Controller's registered address is:

EKC Group
Ramsgate Road
Broadstairs
Kent CT10 1PN

The Data Protection Officer's contact details are:

M: DPO@eastkent.ac.uk
T: 01843 605024

What data we collect about you:

- Name
- Contact telephone number
- Contact email address
- Job title

We will use your data to:

- Manage our DBS confirmations records so that we can evidence our compliance with the Government's Statutory Guidance, Keeping Children Safe in Education.

We can legally use your data because:

- We must be able to demonstrate how we comply with the law

Who may have access to your data?

- You
- EKC Group staff
- Ofsted inspectors

We will keep your data for:

- The length of the contract with your organisation.

You have the right to:

- Access your data within 1 month of your written or verbal request
- Have your data amended if the details are incorrect
- Refuse processing of your data**
- Object to processing of your data**
- Have your data deleted**

** If you withdraw your consent, please be aware that we may not be able to proceed with the contract with your organisation unless an alternative contact is provided.

How to lodge a complaint if you're not satisfied with the way we've managed your data

Firstly in writing to the DPO@eastkent.ac.uk

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If you're still not satisfied you can contact:
The Information Commissioner's Office
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF
www.ico.org.uk