

## DATA PROTECTION AND PRIVACY INFORMATION

### ESHOP GOODS PURCHASE



This Data Protection Privacy Notice explains what personal data EKC Group collects and uses for the purposes of administering and managing your purchase. We will only use your data for these purposes and we undertake to keep your personal data confidential at all times.

**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](mailto:DPO@eastkent.ac.uk)  
T: 01843 605024

**What data we collect about you:**

- Name
- Address
- Postcode
- Contact details (email, telephone number)
- Transaction details (including payment details)

**We will use your data to:**

- Communicate with you about your purchase
- Report sales to Kent County Council (KCC) trading standards as required
- Supply your items
- Take payment for your items

**We can legally use your data because:**

- You have given us consent to do so
- We must be able to demonstrate how we comply with the law
- By purchasing goods you have entered into t contract with us

**Who may have access to your data?**

- You
- EKC Commercial staff who oversee EShop
- EKC Financial
- KCC if required

**We will keep your data for:**

• 6 years (As required by the Kent and Medway Act 2001 and Consumer Right Act 2015)  
We will destroy any paper-based data in relation to your application via a confidential waste service at the end of the retention period.

We will anonymise digital data at the end of the retention period

**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\*\*

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- Have your data deleted\*\*

\*\* If you withdraw your consent, please be aware that we may not be able to proceed with your purchase.

#### **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](mailto:DPO@eastkent.ac.uk)

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](http://www.ico.org.uk)