

## DATA PROTECTION AND PRIVACY INFORMATION

### STAFF APPLICATION



This Data Protection Privacy Notice explains what personal data EKC Group collects and uses for the purposes of administering and managing your application with EKC Group. 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
- Contact details (email, telephone number)
- Age range
- How long you've lived in the UK and your right to work status
- Prior/expected qualifications
- Details of any relevant training received
- Previous/current employer(s)
- Current salary
- Your interests and reasons for applying
- Details of referees
- Disclosure about spent and unspent criminal convictions (we are permitted to do this under an exemption to the Rehabilitation of Offenders Act)
- Details about whether you need reasonable adjustments if you're invited to interview
- We also collect anonymised data about gender, gender identity, ethnicity, faith and believe and sexual orientation for equality monitoring purposes but you can opt out of this if you wish to.

**We will use your data to:**

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

**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

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

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- You
- HR staff
- \*Shortlisting Manager
- \*EKC Group staff on the interview panel

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

#### **We will keep your data for:**

- If you are successful we generally will keep your data for the length of your contract + 6 years. However, there are some categories of data that we will keep for a longer or shorter time. Please check the Group's Records Retention Schedule or contact the Data Protection Officer for further information.
- 6 months if your application is unsuccessful

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\*\*
- Have your data deleted\*\*

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

#### **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)

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