

Student Enrolment Privacy Notice

How we use your information

EKC Group collects and processes your personal information for purposes relating to education, training, employment, general advice services, well-being and research. Sensitive personal information (e.g. disability, ethnicity) may be used for the purposes of equality of opportunity, to provide you with appropriate support and to minimise risk. We undertake to keep your data safe and to comply with all relevant data protection legislation. We will not use your data for purposes that are incompatible, such as marketing unless you have given us your consent.

We can legally use your data because:

- You have a learning agreement (contract) with us
- We have to fulfil our statutory obligation to government departments and agencies
- We may need to protect the vital interests of you and others

Who has access to your data?

- You
- College staff
- Your parent(s), carer(s) or guardian(s). N.B. if you are aged 16-18 you need to give us your consent to do this unless they are acting on your behalf.
- Government and other organisations which fully or partially fund your course (ESFA, ESF, OfS). Please read the ESFA's privacy notice at <https://www.gov.uk/government/publications/esfa-privacy-notice>
- Other government departments e.g. DfE
- HESA (for Higher Education students)
- Agencies appointed by government to support your education, training and welfare
- Local authorities
- Support agencies
- Employers
- Internal and external auditors
- Consultants and other organisations engaged by EKC Group to deliver educational and student experience services
- Examination boards and awarding bodies
- Schools, colleges and other training providers
- Education software providers
- The Student's Union (you will automatically become a member of the SU when you enrol)

How long will we keep your data for?

- Up to 2030
- We will destroy your data via a confidential waste service at the end of the retention period

You have the right to:

- Request access to your data
- Have your data amended if the details are incorrect

DATA PROTECTION AND PRIVACY INFORMATION

Student Enrolment Privacy Notice



- Refuse processing of your data
- Object to processing of your data

EKC Group's registered address is:

East Kent College, Ramsgate Road,
Broadstairs, Kent CT10 1PN

The Data Protection Officer's contact details are:

M: DPO@eastkent.ac.uk

T: 01843 605024

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

Firstly in writing to the DPO@eastkent.ac.uk. If you're still not satisfied, you can contact the Information Commissioner's Office at www.ico.gov.uk