

This Data Protection Privacy Notice explains what personal data we collect and use about you/your parent or carer for the purposes of processing your student bursary or other funding support application. We will only use your/your parent/carer's data for these purposes. We undertake to keep personal data secure and confidential at all times. In completing an application for bursary funding, you/your parent consents to personal data being processed by EKC Group.

The Data Controller's registered address is:	EKC Group Ramsgate Road Broadstairs Kent CT10 1PN
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The Data Protection Officer's contact details are:	M: DPO@eastkent.ac.uk T: 01843 605024
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What data we collect about you:

- Name
- Gender (or preferred identity)
- Contact details – address, telephone number, email
- Date of birth
- Ethnicity
- Proof of residency
- College information including course and level
- Bank details
- Proof of income/expenditure which may include: Tax Credits - Child Tax Credit and/or Working Tax Credit, Income Support, Universal Credit, Employment Support Allowance, Job Seekers Allowance, Pension Credits, Housing Benefits, Council Tax Benefits, Wages, Bank Statements, Other state benefits or income e.g. Child Maintenance or Private Pension, Carer's Allowance
- Names and dates of birth of children (for childcare support only)
- Details about your care status (for students in care or leaving care only)
- Details of payments made to you

We will use your data to:

- Contact you
- Process and manage your bursary and other funding support
- Provide evidence of eligibility to the Education, Skills and Funding Agency

We can legally use your data because:

- We have a contract with you to provide educational services
- We have a legal duty to provide you with support

Who may have access to your data?

- You

- Your parent/carer (only in relation to any income/eligibility evidence provided by them)
- EKC Group staff who process and manage your bursary/funding support payments. This includes mentors and others who support you during your time at College.
- Internal and external auditors
- The local authority (only in relation to travel costs)

How long will we keep your data for?

For six years after your last bursary/funding support payment. For applications that are not progressed we will retain your data for one year since you last modified it. We will retain your records securely and will destroy your data via a confidential waste service at the end of the retention period.

You have the right to:

- To be informed about the personal data that we process about you
- Request access to your data
- Have your data amended if the details are incorrect
- Refuse processing of your data*
- Object to processing of your data*

*If you withdraw your consent or ask us to limit the processing of your data, please be aware that we will not be able to fulfil our agreement to provide bursary/welfare payments to you.

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. 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