

DATA PROTECTION AND PRIVACY INFORMATION

STUDENT ENROLMENT



This Data Protection Privacy Notice explains what personal data EKC Group processes about you. EKC Group collects and uses your personal information for purposes relating to education, training, employment, general advice services, well-being, research and funding. Sensitive personal information also known as special category personal data e.g. disability, ethnicity etc. may be used for the purposes of equality of opportunity, to provide you with appropriate support and to minimise risk. We will keep your data safe and will 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.

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:

We will process the following data:

- Name, contact details, date of birth, NI number, gender, ethnicity
- Eligibility to study in the UK
- Academic records and achievements
- Attendance records
- Behaviour and disciplinary records
- References
- Your physical and mental health (in order to protect and support you and others and make reasonable adjustments)
- Details that you disclose to us about your welfare and wellbeing
- Bank details (for chargeable courses and trips only)
- Details of any spent or unspent criminal convictions to support Disclosure and Barring Service checks (for related courses only).
- Details of your next of kin
- Your photograph for your student ID
- Communications with us
- Health and safety accidents, incidents and near misses
- Items of EKC Group property that you have on loan e.g. library resources, IT equipment, specialist equipment etc.
- Personal emergency evacuation plans (where applicable)
- Risk assessments (where applicable)
- Details of any payments that you've made to us and any outstanding debt
- Safeguarding information in order to keep you and others safe

We will use your data for the following purposes:

- Communicate with you
- Administer and manage your programme of learning
- Monitor your academic progress
- Manage your work experience placement(s)

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- Support your physical and mental health and wellbeing
- Manage your examinations, assessments and any access arrangements
- Ensure that you are eligible for funding (where applicable)
- Plan and manage the Group's physical resources
- Provide and obtain references including DBS checks (where applicable)
- Produce your student identity card
- Meet legal requirements for funding, equality, health and safety, data protection, safeguarding and other statutory duties
- Make reasonable adjustments to support you in cases of learning difficulty/disability and/or physical and mental health issues
- Advance equality of opportunity
- Let you know about student benefits, news and updates
- Recover outstanding debt

We can legally use your data because:

- We have a contract with you
- We must be able to demonstrate how we comply with the law
- We need to protect the vital interests of you and others

Who may have access to your data?

- You
- College/Group staff
- Your parent(s), carer(s) or guardian(s) if you are under 18. (If you are 16-18 you can opt out of this if you choose to).
- 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 for the purposes of maintaining the governments record of student achievements. Please read <https://www.gov.uk/government/publications/lrs-privacy-notice/lrs-privacy-notice> for further details
- HESA (for Higher Education students)
- Agencies appointed by government to support your education, training and welfare
- Local authorities who are or may be involved in your education and support (dependent on circumstances)
- Support agencies
- Employers
- Consultants and other organisations engaged by EKC Group to deliver educational and student experience services
- Examination boards and awarding bodies
- Schools, colleges, other training providers and research bodies (where there is a data sharing agreement in place or other lawful basis for sharing data)
- Schools, Colleges, Universities, Local Authorities or employers who requesting a reference or other data related to your eligibility or suitability for a placement.
- Education software providers
- The Student's Union (you will automatically become a member of the SU when you enrol)

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- Internal and external auditors
- Debt recovery agencies (where applicable)
- NHS/Public Health Protection Team – for the purposes of public health protection during periods of pandemic/disease outbreaks

We will keep your data for:

- Up to 2034 (this is so that we meet ESF funding requirements)
- We will destroy your data via a confidential waste service at the end of the retention period.
- The Government and other agencies that we pass your data to may keep your data for longer. For example, the DfE Learner Record Service will keep your data for 66 years.

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 for some or all criteria, please be aware that we will not be able to do this as there is a contractual arrangement in place.

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