






	<p><b>Who are we?</b></p> <p>We are Kent Adult Education. This is where you come for your lessons.</p> <p>We are part of Kent County Council (KCC)</p>
	<p>We have to take care of your personal information and tell you about it.</p> <p>This is called a Privacy Notice and we must give you this information by Law.</p>
	<p>These laws are called the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).</p> <p>The person in KCC who is in charge of making sure that we look after your data is called Benjamin Watts.</p> <p>He is our Data Protection Officer.</p>
	<p>This is an easy read version of our Privacy Notice.</p> <p>We also have a detailed Privacy Notice which has lots of information about what we do with data.</p> <p>If you would like to see it, you can ask your Tutor or you can view it on our website by clicking here <a href="#">Kent Adult Education: Privacy Policy</a></p>

	<h3>What is personal data?</h3> <p>Personal data is information about you.</p> <p>This means your name, where you live, your date of birth, telephone number and e-mail address.</p> <p>Also, it means information about the lessons that you go to and any learning you have done.</p>
	<p>Some information about you is called sensitive information and this means we have to take extra care with it.</p> <p>Sensitive information would be things like health problems and any learning difficulties you may have.</p> <p>It is also information about your race or beliefs.</p>
	<h3>Where do we get it from?</h3> <p>We get your data from you, if you tell us, or sometimes from your carer or from the people that you live with or your school and other organisations like Social Services.</p>
	<h3>Where is my data?</h3> <p>We keep your data stored on computers at Kent Adult Education and on websites that we have checked to make sure they are safe.</p> <p>Only people who work for us or people who have our permission can see it.</p> <p>Anyone seeing your information must do it confidentially. This means that they must not share it unless there is a good reason, such as if you or somebody else's safety is at risk.</p>



## How long do we keep your information for?

We keep it for 7 years or for as long as the law says we must keep it for. When we don't need it, we get rid of it. That means we will either delete it off our systems or we will destroy it.

We make sure that we delete or destroy your information properly.



## Why are we collecting your personal data?

We have to collect your personal data so we can tell your Tutor about you, and they can help you in your lessons.

Also, we need to tell our funding body or other organisations about you so your course can be free.

Then they can help you in your learning or help to keep you safe whilst you are learning with us.



## Who we will share your information with

We might share your personal information with:

- teams within KCC and our partners who might help you or your family
- social Services
- your carer or the people who might help you where you live
- computer programmes which will help you to do your lessons or tell us how much you have learnt
- tutors or other people who work for us
- our funding body called the Education, Skills Funding Agency (ESFA)
- organisations who come to check on Kent Adult Education such as Ofsted and Matrix

We must share personal information with the Police if we are asked to by law.



## What are my rights?

Under the law you have the following rights

- to know what we are doing with your information and why we are doing it
- ask to see what information we have about you (Subject Access Request)
- ask us to correct any mistakes in the information we have about you
- object to direct marketing
- make a complaint to the Information Commissioners Office (ICO)

If you have any concerns about how your data is used or you would like to exercise your rights, please speak to your Tutor, or contact us on [CLSGDPR@kent.gov.uk](mailto:CLSGDPR@kent.gov.uk)



## To make a complaint to the ICO

If you feel that your concerns or requests have not been dealt with properly you can contact the ICO by

Going to their website: [Your personal information concerns | ICO](#)

Or by telephone: 0303 123 1113