



## **KLDC Sixth Privacy Notice**

KLDC Sixth is a trading name of Lewis Conservatoire Limited, a company incorporated in England and Wales under registration number 10213283. KLDC Sixth is based in Farnham, Surrey, specialising in education for the 16- 23 age group. You can find more about us at [www.KLDC6th.com](http://www.KLDC6th.com). We are registered with the Information Commissioner's Office under reference ZB668326.

### **The Purpose of this Privacy Notice**

This privacy notice tells you what to expect us to do with your personal information.

### **Contact Details**

You can contact us on [office@klcd6th.com](mailto:office@klcd6th.com).

### **What information we collect, use, and why**

We collect or use the following information to provide goods and services, and for the operation of customer accounts and guarantees:

- Names and contact details
- Addresses
- Date of birth
- Payment details (including card or bank information for transfers and direct debits)
- Health information (including dietary requirements, allergies and health conditions)
- Health and safety information
- Account information, including registration details
- Photographs or video recordings

- Records of meetings and decisions
- Identification documents
- Information relating to compliments or complaints
- Information used for security purposes
- Marketing preferences

**We also collect or use the following information to prevent crime, prosecute offenders, or defend against legal action:**

- Names and contact information
- Customer or client accounts and records
- Criminal offence data (including Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Video and CCTV recordings of public areas (including indoor and outdoor spaces)
- Financial transaction information
- Information relating to health and safety
- Health information

**We collect or use the following information to comply with legal requirements:**

- Identification documents
- Financial transaction information
- Criminal offence data (including Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Health and safety information
- Health information

## **We collect or use the following information for recruitment purposes:**

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Health information

## **Lawful bases**

Our lawful bases for collecting or using personal information to provide services and goods, for the operation of customer accounts and guarantees, to prevent crime, prosecute offenders or defend against legal action, for recruitment purposes and for legal requirements are:

- Consent
- Contract
- Legal obligation
- Vital interests

## **Where we can get personal information from**

- People directly
- CCTV footage, or other recorded images
- Health care providers
- Schools, colleges, universities or other education organisations

- Publicly available sources
- Previous employers

### **How long we keep information for**

For information on how long we keep personal information, see our retention schedule at <https://www.kldc6th.com/policies>

### **Who we may share information with**

Other organisations:

- Health care providers
- Organisations we need to share information with for safeguarding reasons
- Professional or legal advisors
- Financial or fraud investigation authorities
- Relevant regulatory authorities
- External auditors or inspectors
- Professional consultants
- Organisations we're legally obliged to share personal information with
- Emergency services (where necessary)
- Publicly on our website, social media or other marketing and information media (where appropriate)
- Previous employers

### **Your data protection rights**

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal data.
- **Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

- **Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you. To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

### **How to complain**

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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