

Privacy Notice for Language Express (members of the public)

How we use your data

This Privacy Notice outlines how the University of Kent collects, uses and manages the personal information of individuals in accordance with data protection law.

The University of Kent is registered as a 'Data Controller' under registration number Z6847902. [View the full entry on the register](#)

How we collect your personal information

Your personal data is obtained:

- directly from you, through online or paper forms, email or by telephone
- Online Store link for Language Express

Categories of information we collect

Personal data we collect about you in connection with *Language Express* from the Online Store questions and emails:

- your name
- email address

How we use your personal information

We will use your information in the following ways:

- Your name and email address will be passed to the course leader for Language Express, for the purpose of administering the course and adding you to the Microsoft Teams meeting series
- Your name and email address may be visible to other participants on the Microsoft Teams call
- Use of microphone via Microsoft Teams is essential to enable you to participate in the course
- Use of camera is not essential but is highly recommended

As we have a contractual basis to process your personal data, if we do not receive this data you will be unable to take the Language Express course.

Our lawful basis for processing your data

We rely on the following lawful basis as allowed by the UK GDPR for processing your personal data as this is necessary for:

- Our contract with you- Article 6(1)(b)

Who your information will be shared with

We use third party organisations (known as data processors) who carry out services on the University's behalf under contract. We will ensure that only the minimum amount of relevant personal data necessary for the purpose is transferred. We will ensure that contractual agreements exist to ensure compliance with data protection regulations and that data is used solely under our instruction. In these circumstances personal data shall be deleted after the contract has terminated.

- *Microsoft*
- *Flywire (Online Store provider)*

Sometimes it is necessary for your personal information to be shared:

- with competent authorities (such as the police, NCA) or action fraud for law enforcement purposes (for on substantial public interest reasons – Article 9(2)(g) – for preventing or detecting unlawful acts, safeguarding or fraud purposes.
- with our professional advisors where it is necessary for the establishment, exercise or defence of legal claims – Article 9(2)(f).

Occasionally the University may, if appropriate, legitimate and necessary, rely on relevant exemptions to UK GDPR provisions as are allowed under the [Data Protection Act 2018](#) (in relation to crime and taxation, management forecasts, negotiations, confidential references and exam scripts and exam marks).

Transfer of your information outside of the UK

When it is necessary for us to transfer your personal information across national boundaries to a third party data processor, such as one of our service providers, we will ensure this safeguards your personal information by requiring such transfers are made in compliance with all relevant data protection laws.

How long your personal data will be kept

- personal data will be stored in a permanent electronic archive in accordance with the Document Retention and Archiving Policy, available here:

Security

We will ensure that security measures are in place to prevent the accidental loss, unauthorised use or access to your data. Access is given to staff on a 'need to know' basis. Our staff are required to keep your data safe and complete data protection training.

We have procedures in place to deal with any data security incidents and will notify you and the ICO in the event of a data breach where we are required to do so.

Your rights

Please be aware of the following rights which can be accessed free of charge by contacting dataprotection@kent.ac.uk:

- know how we are using your personal information and why (right to information)
- access the personal data held by us (subject access request)
- ask for correction of any mistakes (rectification)
- to object to direct marketing
- to complain to the ICO

In some circumstances you also have the right to:

- object to how we are using your information
- ask us to delete information about you (the right to be forgotten)
- have your information transferred electronically
- object to automated decisions which significantly affect you
- restrict us from using your information.

For further guidance regarding your rights please see the [ICO website](#).

Your rights- if you have given consent or explicit consent for a specific use of your personal data

You can withdraw your consent at any time.

You can do this by contacting us: artshumsugandpgt@kent.ac.uk

This does not affect the lawfulness of the processing based on consent before its withdrawal.

Your right to complain to the Information Commissioner

You have the right to lodge a complaint with the [Information Commissioner's Office](#).

Their helpline telephone number is: 0303 123 1113.

Contacts

If you have any questions or concerns about the way the University has used your data, or wish to exercise any of your rights, please consult our [website](#).

The University's Data Protection Officer can be contacted at:
dataprotection@kent.ac.uk