





COMMUNITY LEARNING AND SKILLS

Data Protection and Confidentiality Statement

	<p>This statement is in conjunction with the Data Protection Policy.</p> <p>Under data protection law we have to have a privacy policy which tells you all the things we do with your information.</p> <p>You can view this by going to:</p> <p>www.kentadulthoodeducation.co.uk/privacy-policy/ on our website or by asking for a copy from one of our centres.</p> 
	<p>Personal information that you give us will be confidential.</p> <p>We will not share this information unless you give us your permission.</p> <p>We will keep your information in a place that is locked, so only the people that are allowed to, will look at it.</p>
	<p>When we talk to you, if you want to, you can ask for a separate room.</p> <p>We will sometimes need to talk to another member of staff or another organisation and tell them what you have told us so that we can help you.</p> <p>We will not talk about your learning with your parents or carer unless you agree for us to do so or are a child.</p> <p>If we need to ask them about your health or other ways that we can help you then we will ask your permission first.</p>

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If you tell us about something that could harm, you or other people then we may have to tell someone else. We will ask for your permission but may have to tell someone even if you do not want us to do so.

This is so we can make sure that you are safe.



Your rights:

If you think that somebody has looked at your information or talked about it when you didn't want them to then you can complain.

To withdraw your permission:

You can contact us by email at
CLSCustomerRelations@kent.gov.uk
or by telephoning **03000 41 22 22**.

You can also talk to your Tutor or a member of the Customer Relations Team.