

Learner and Participant Privacy Notice

Last Updated

May 2026

Introduction

Social Enterprise Kent CIC (SEK) is committed to protecting the privacy, confidentiality and security of learner and participant information.

This notice explains how we collect, use, store and share personal information relating to learners, participants and individuals accessing SEK programmes and services.

Who This Notice Applies to

This notice applies to:

- learners,
- programme participants,
- employability participants,
- and individuals engaging with SEK learning and support services.

Information We May Collect

We may collect:

- name and contact details,
- date of birth,
- emergency contact details,
- learning and qualifications information,
- attendance and participation records,
- progression and outcome information,
- support needs or reasonable adjustment information,
- safeguarding or wellbeing information where relevant,
- employer details where applicable,
- and funding eligibility information.

Some information may be classed as special category data under UK GDPR.

How We Use Information

We use personal information to:

- enrol learners and participants,
- deliver programmes and support services,
- monitor attendance, participation and progress,
- provide learning support and reasonable adjustments,

- safeguard learners and participants,
- communicate programme information,
- support progression and outcomes,
- meet funding and audit requirements,
- and improve programme quality and learner experience.

Legal Basis for Processing

We process personal information in line with UK GDPR and the Data Protection Act 2018.

Depending on the activity, this may include:

- consent,
- contractual obligations,
- legal obligations,
- legitimate interests,
- or public task responsibilities.

Sharing Information

Where appropriate, information may be shared with:

- funding bodies,
- the Department for Education,
- ESFA and related agencies,
- awarding organisations,
- employers linked to programme participation,
- auditors or compliance bodies,
- support services,
- or safeguarding agencies where required.

Information will only be shared where necessary, lawful and proportionate.

Safeguarding and Confidentiality

SEK may share information without consent where:

- there is a safeguarding concern,
- there is risk of harm,
- legal obligations apply,
- or disclosure is necessary to protect individuals.

Safeguarding concerns are handled in line with SEK safeguarding procedures.

Data Retention

SEK keeps learner and participant information only for as long as necessary and in accordance with:

- funding requirements,
- safeguarding responsibilities,
- audit obligations,
- legal requirements,
- and organisational retention schedules.

Information is stored securely and disposed of appropriately when no longer required.

Your Rights

Under UK GDPR, individuals have rights including:

- access to their personal information,
- correction of inaccurate information,
- restriction of processing,
- objection to certain processing,
- withdrawal of consent where applicable,
- and requests for deletion where legally appropriate.

Contact Us

If you have questions about this privacy notice or how your information is used, please contact:

Social Enterprise Kent CIC
info@sekgroup.org.uk
01843 210005

Data Protection Officer

Email: dpo@sekgroup.org.uk

Complaints

If you are unhappy with how your personal information has been handled, you may contact the Information Commissioner's Office (ICO):

www.ico.org.uk