



English by the sea... for adults and juniors

The Towers, Hawley Square, Margate, Kent, CT9 1PH, England
Tel: +44 (0)1843 227700 Web: www.englishinmargate.com
E-mail: info@englishinmargate.com

Data Protection Policy

English in Margate (EiM) is fully committed to compliance with the requirements of the General Data Protection Regulation (GDPR) 2018 which came into force on 24th May 2018.

EiM will therefore follow procedures which aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servants of the council who have access to any personal data held by or on behalf of the council, are fully aware of and abide by their duties under the Data Protection Act 1998.

Statement of policy

To operate efficiently, English in Margate has to collect and use information about people with whom it works. These may include current, past, and prospective employees, clients and customers, agents, and suppliers. In addition, it may be required by law to collect and use information in order to comply with the requirements of central government.

This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, and there are safeguards within the Act to ensure this.

English in Margate regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between itself and those with whom it carries out business. EiM will ensure that it treats personal information lawfully and correctly.

To this end the EiM fully endorses and adheres to the principles of Data Protection as set out in the GDPR

In case you didn't know...

Protecting your information

The Data Protection rules are quite complex, but at the heart of it are six common sense rules known as the 'data protection principles'.

These principles require any organisation, corporation or governmental body that collects personal information to handle it safely. Anyone collecting personal information must:

- fairly and lawfully process it
- process it only for limited, specifically stated purposes
- use the information in a way that is adequate, relevant and not excessive
- use the information accurately
- keep the information on file no longer than absolutely necessary
- process the information in accordance with your legal rights

All organisations collecting and using personal information are legally required to comply with these principles.

The law provides stronger protection for more sensitive information - such as your ethnic background, political opinions, religious beliefs, health, sexual life or any criminal history. It is enforced by an independent information commissioner, who can take action against any company or governmental body that fails to protect your information, or that abuses its right to collect and hold that information.

Updated – March 2023