



Kent Counselling for Schools
The Hub, 116 St John's Hill
Sevenoaks, Kent TN13 3PD

01732 495442
kentcounsellingforschools@gmail.com
www.kentcounsellingforschools.com

KCS Privacy Policy

1. Our Commitment

At Kent Counselling for Schools (KCS), we are committed to protecting your personal data and using it in ways you would reasonably expect. "Personal data" means any information that identifies you, including your name, contact details, or information about how you use our services or website.

We comply with all relevant data protection laws, including:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations (PECR)
- The Data Use and Access Act 2025 (DUAA)

This Privacy Notice applies to individuals who interact with KCS **in general** – such as job or placement applicants and general enquirers. It does **not** apply to **service users** (clients, children, young people, or school staff), whose data is handled under our separate **Service Users Privacy Policy**, available upon request.

2. Who We Are

Kent Counselling for Schools Ltd is a private limited company registered in England (Company No. 11217394).

Registered office:

22 Saddlers Park
Eynsford
Dartford
Kent, DA4 0HA

We are registered with the Information Commissioner's Office (ICO).

ICO registration number: ZA594587

Correspondence address for data protection matters:

KCS PRIVACY POLICY			
REVISION NUMBER	1.1	REVISED BY	JF
DATE REVISED	August 2025	NEXT REVISION	July 2026



The Data Protection Officer

Kent Counselling for Schools

The Hub

116 St John's Hill

Sevenoaks

Kent, TN13 3PD

Email: kentcounsellingforschools@gmail.com

Phone: 01732 495442

3. How We Collect Your Information

We collect your personal data when you interact with us in the following ways:

- Submitting enquiries via our website, phone, email, or in person
- Applying for roles or counselling placements
- Connecting via social media (subject to your platform settings)
- Visiting our website (cookies and tracking technologies)

4. What Personal Data We Collect

We may collect and process the following types of information:

Type of information	Why we collect it
Name, email, phone number, postal address	To respond to general enquiries or placement queries
Date of birth, job title, education history, career details, interest in KCS	For job or placement applications
Communications with us (emails, phone calls, letters)	To manage interactions, requests, or feedback
Website usage data (via cookies)	To improve our website and understand how it's used
Marketing preferences and email activity	If you opt-in to receive our communications

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5. Lawful Bases for Using Your Data

We process your personal data only where we have a **valid lawful basis** under data protection law, including:

- **Consent** (e.g. where you've opted in to receive emails)
 - **Performance of a contract** (e.g. responding to an application)
 - **Legal obligations** (e.g. compliance with employment law)
 - **Legitimate interests** (e.g. responding to your enquiry, improving services)
- We always balance our legitimate interests against your rights and freedoms.

6. Cookies and Website Usage

We use cookies to collect basic data about how visitors use our website. Certain cookies, like analytics or functional cookies, may be set **without consent** under the **DUA 2025**, provided they pose **low privacy risk**. For more information, see our Cookie Policy.

You can manage your cookie preferences at any time through your browser settings.

7. How We Keep Your Data Safe

We use appropriate **technical** and **organisational measures** to protect your data, including:

- Password-protected and encrypted systems
- Access controls (only relevant staff access your data)
- Secure destruction of physical documents after use

8. Sharing Your Data with Third Parties

We may use trusted third-party providers to help us run our services – for example:

- Website hosting and development providers
- Email and communication platforms
- Accounting and payment platforms

All providers are required to handle your data securely and in compliance with UK data protection laws.

We will **never sell or rent** your data to third parties or share it for marketing purposes without your explicit consent.

9. How Long We Keep Your Data

We retain personal data only for as long as necessary for the purpose it was collected. When data is no longer required, it is deleted or securely destroyed. For example:

- Enquiry records are retained for up to 12 months.

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- Unsuccessful job applications are retained for up to 6 months.
- Paper documents are securely shredded once digitised.

10. Your Data Rights

You have the following rights under UK GDPR and the Data Use and Access Act 2025:

- **Access:** Request a copy of the data we hold about you
- **Rectification:** Correct any inaccurate or incomplete data
- **Erasure:** Ask us to delete your data (in certain circumstances)
- **Restriction:** Ask us to limit how we use your data
- **Objection:** Object to processing based on legitimate interests or direct marketing
- **Data portability:** Request transfer of your data to another provider

We will respond to all valid requests within **one month**, pausing the clock if clarification is needed (as permitted by DUAA 2025).

To exercise your rights, please email deborah.terry@kentcounsellingforschools.com.

11. Marketing Preferences

We may send you marketing emails if:

- You have opted in via our website or contact forms, or
- You have interacted with previous emails (and not unsubscribed)

You can opt out of future emails at any time by clicking “unsubscribe” in the email or by emailing: deborah.terry@kentcounsellingforschools.com

12. Complaints

If you have a concern about how your data is handled, please contact our Data Protection Officer at: deborah.terry@kentcounsellingforschools.com

If you're not satisfied with our response, you have the right to contact the **Information Commissioner's Office (ICO)**:

 www.ico.org.uk

13. Updates to This Privacy Notice

We review and update this Privacy Notice regularly to reflect legal or operational changes. The most recent version will always be available on our website.

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