

## Privacy Policy

The Kent Group includes Kent P.H.K. Ltd Registered Number 02214532, Kent PHK (Scotland) Ltd Registered Number 03378291, For the purposes of this document, The Kent Group refers to both companies.

### Privacy and Cookies

The Kent Group is the data controller for personal data about clients, prospective clients, job applicants, our current and former employees, and training attendees.

We do not trade personal data for commercial purposes and will only disclose it if required by law, contracts or as a necessity to arrange training attendance, or with consent.

If you need to contact The Kent Group with a Data Protection query regarding the processing of your personal data, please use the contact us button on our website [www.kentgroup.com](http://www.kentgroup.com).

### Details of our processing

We believe that all these purposes are justified based on our legitimate interests in running and promoting the business, our contractual requirements to deliver the agreed services to you, and our legal obligations. If you would like to know more, please read below:

### Clients and Suppliers

We will hold the following information about you:

- Name and contact information
- Billing and payment information
- Contract information

We use your personal data when it is in our legitimate interests for internal purposes associated with maintaining our business. We use your information to invoice you, and to keep track of payments that you make.

We will retain information about you for the duration of our relationship with you, then 6 years.

### Visitors to our Website

When you visit our website, we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out information such as the number of visitors to various parts of the website. The information is only processed in a way which does not identify anyone.

To opt-out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.

*Cookies – cookies are not used by our website.*



Kent House, Lower Oakham Way,  
Mansfield, Nottinghamshire, NG18 5BY

[www.kentgroup.com](http://www.kentgroup.com)



01623 421 202

[enquiries@kentphk.co.uk](mailto:enquiries@kentphk.co.uk)



## Security

We endeavour to take all reasonable steps to protect your personal information. All the data collected by Kent Group is stored on secure servers. The secure server software encrypts all information you input before it is sent to us.

## Your Rights

As an individual whose personal data is processed by Kent Group you have these rights:

- The right to be informed, which is what this privacy policy is for
- The right to access the data we hold about you
- The right to object to direct marketing – either use the unsubscribe option or contact us directly
- The right to object to processing carried out because of legitimate interests
- The right to erasure (in some circumstances)
- The right to data portability
- The right to have your data rectified if it is inaccurate
- The right to have your data restricted or blocked from processing

If, at any time, you want to verify, update, or amend your personal data please email [enquiries@kentphk.co.uk](mailto:enquiries@kentphk.co.uk)

You also have the right to lodge a complaint about our processing with the UK's Information Commissioner's Office <https://ico.org.uk/>.

## Changes to this privacy notice

We keep our privacy notice under regular review.

Kevin Kent  
Managing Director

Signed  Date: September 2023



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