



## Data Privacy Notice

### Data Subject: Bursary Applicant

Bradfield College is the data controller. Our contact details are:

Bradfield College  
Bradfield  
Berkshire  
RG7 6AU

For queries related to this notice please contact the Data Manager's office: [gdpr@bradfieldcollege.org.uk](mailto:gdpr@bradfieldcollege.org.uk).

When you apply for a Bursary with Bradfield College the data you provide with your application is used to assess your suitability and determine whether a bursary award is appropriate and justified. This data includes your personal details such as name and address, details about other dependants and extensive financial details including income, assets, investments, liabilities, and banking details.

Our legal basis for this processing is contract.

If we are unable to process this data we will not be able to move forward with assessing your suitability for a bursary or continue to provide a bursary if one has already been granted.

We may pass data to a third party financial inquiry agent specifically for the purpose of the determination of your application for a Bursary or other form of fee assistance. If you directly pass personal data to any third party as part of this process, you will receive a separate Privacy Notice from them.

If the application is unsuccessful your data will be retained for 3 months.

If the application is successful we will retain the data for 6 years from the grant date of the Bursary.

At the conclusion of all relevant retention periods, physical documents containing your personal data will be shredded, and all personal data held electronically will be deleted.

**You have the qualified right to request:**

Access to and porting of your data;  
Rectification or erasure of the data;  
Restriction of processing or to object to the processing.

You also have a right to lodge a complaint with a Supervisory Authority, for example the Information Commissioner's Office or [http://ec.europa.eu/newsroom/article29/item-detail.cfm?item\\_id=612080](http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080).

The College's Data Protection and Retention Policies are to be found on the website at [www.bradfieldcollege.org.uk/Policies](http://www.bradfieldcollege.org.uk/Policies).