



## Data Privacy Notice

### Data Subject: Parent/Guardian

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).

Once your child has joined the College as a pupil, the College will process your personal data such as contact details, bank account details, payments made to the college, status of relationship to the pupil, any specific legal documents or court orders and general correspondence.

Our legal basis for holding and processing this personal data is our contract with you as the parent or guardian of one of Bradfield College's pupils or former pupils. If we are unable to process this data we will not be able to continue providing the contracted services.

Parents will also be enrolled as members of the Bradfield Society and we will process your contact and professional details, attendance at events as well as publically available information (eg social and other media) to support our relationship with you. Our legal basis is our legitimate interest in communicating with you and supporting the development and maintenance of the College.

We may pass certain data on to third parties including debt collection agencies in the case of unpaid fees, or third party financial inquiry agents in relation to applications for Bursaries or other assistance with fees. (Full details are shown on the Bursary Application Form).

### **Retention Periods for your personal data:**

- Bank account, payment, legal documents and general correspondence will be retained for a period of 6 years from the date of the pupil leaving the College
- Contact details, attendance at events and publically available information used by the Bradfield Society will be retained for your lifetime.

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.

For information regarding your child's personal data please see the Data Privacy Notice for Pupils.

You also have a right to lodge a complaint with a Supervisory Authority, for example the Information Commissioner's Office <https://ico.org.uk/make-a-complaint/>

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



BRADFIELD COLLEGE