



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.

Once your child has joined the College as a pupil, the College will retain personal data such as contact details, bank account details, 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.

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.

Retention Periods for your personal data:

Admissions Documents will be retained for a period of 6 years from the date of the pupil leaving the College;

Financial Information will be retained for the same period.

Retention periods for a pupil's personal data:

Admission and Attendance Registers will be retained for 3 years after the final entry;

Medical Records will be retained for the period of Date of Birth + 24 years, or 6 years from the date of an incident which may become contentious if the pupil was 18 years of age at the time of that incident, whichever is the longer;

Biometric information will be retained for as long as the College requires such information for any automated biometric recognition system;

Child Protection Records will be retained for the period of Date of Birth + 50 years.

Counselling Records will, if held by the College, be held for, the period of Date of Birth + 24 years, or 6 years from the date of an incident which may become contentious if the pupil was 18 years of age at the time of that incident, whichever is the longer;

Pupil Files including public examination scripts, marks and results as well as all other curricular and co-curricular records will be retained for the period of Date of Birth + 24 years, or 6 years from the date of



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an incident which may become contentious if the pupil was 18 years of age at the time of that incident, whichever is the longer;

Special Educational Need/SSSD files will be retained for the period of Date of Birth + 24 years, or 6 years from the date of an incident which may become contentious if the pupil was 18 years of age at the time of that incident, whichever is the longer;

Statements of SEN and Educational Care Plans will not be retained once the pupil leaves the College;

Documents Required for Tier 4 migrant enrolment will be retained for the period of the sponsorship and for 1 year from the date that the College ends sponsorship of the Tier 4 pupil;

Health & Safety Records relating to any reported or recorded incident will be retained for the period of Date of Birth + 21 years, or 3 years from the date of any incident which occurred when the pupil was 18 years of age, whichever is the longer.

These retention restrictions exist so as to meet our obligations regarding Section 175 of the Education Act 2002.

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.

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