



Data Privacy Notice

Data Subject: Non-enrolled Pupil (Virtual Education April-June 2020)

(This notice relates to the services provided to those due to join Bradfield College in September 2020 and who are taking advantage of the “virtual education” provided by the College from April 2020)

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.

As a prospective pupil at Bradfield College from September 2020 we are providing you with “virtual” educational services during the Summer Term.

In order to provide these services we need to retain and process your personal data. This notice is intended to inform you of the type of data that we will hold about you, the reasons why we hold and use it, the length of time for which we will retain that data and your rights in relation to it.

The type of data we hold includes:

- The personal information (name, date of birth, religion, contact details) submitted at the time you were registered to join the College;
- Your performance in the various admissions interviews, tests and exams;
- Any correspondence and reports relating to your educational history and requirements;
- Records relating to your academic, pastoral and co-curricular achievements and progress;
- Records of your performance in public examinations.

We may pass data to third parties including regulatory bodies, local authorities, providers of online assessments and your parents.

We also process data in relation to the fulfilment of our safeguarding (Keeping Children Safe in Education) responsibilities to make and retain records.

The legal bases upon which we retain and process your data are firstly, because we are obliged to do so in order to meet legal and regulatory requirements and secondly, we have a legitimate interest to retain and process your data so as to provide the best possible educational experience.

In most cases, your data will be retained for the period of your Date of Birth + 24 years. In certain circumstances where child protection or other legally contentious considerations apply, the data will be kept for your lifetime.

Note – Personal data may be kept for a longer period for the duration of the Independent Inquiry into Child Sexual Abuse.

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.



BRADFIELD COLLEGE

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 www.bradfieldcollege.org.uk/Policies.