



## Data Privacy Notice

### Data Subjects: Prospective Parents/Guardians and Pupils

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).

Having been on a tour of the College you will be asked to complete the application form(s) for a place.

The form(s) will request the following personal data:

- Your child's names, date of birth, birth certificate number, current school, first language and any relevant medical or educational information;
- The names and contact details of parents and guardians, as well as their relationship to the child.

We will request a confidential report from your child's current school. These references are exempt from disclosure under a Subject Access Request.

As part of our developing relationship with you we may also store publically available information from social and other media.

The College will retain your personal data for the purpose of processing, progressing and assessing your application for a place. Our legal basis for this processing is our legitimate interest to recruit new students.

If your application is not successful we will retain the data for 2 years after the intended date of admissions before deleting.

If your application is successful then we will retain the data contained in the admission documents, parent contracts, registration forms, letters of offer and acceptance, and all other data connected with the admissions process until your child reaches the age of 24.

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 the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/data-protection-complaints/>

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

Bradfield College is the trading name of St Andrews Pangbourne (School) Trust Ltd