



Data Privacy Notice

Data Subject: Pupil

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 pupil at Bradfield College we have a contract with your parent / guardian to provide for your education and care. In order to effectively fulfil this contract 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.

When you leave the College you will be enrolled as a member of the Bradfield Society and you should familiarise yourself with their Alumni Privacy Notice.

The type of data we hold includes:

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

We may pass data to third parties including examination boards, insurance companies, medical/health professionals (with a professional duty of confidentiality), regulatory bodies, local authorities and your parents (whilst also respecting patient confidentiality).

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:

- our obligation to meet legal and regulatory requirements
- our legitimate interest to retain and process your data so as to provide the best possible educational experience and maintain contact with you after you leave the college
- your consent to use photographs and audio visual recordings in accordance with the purposes described within the consent form you have signed

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 to your age of 75.

At the conclusion of all relevant retention periods, physical documents containing your personal data will



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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 your 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 www.bradfieldcollege.org.uk/Policies.

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