



Data Privacy Notice

Data Subject: Pupil Recruitment Agent

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 you will be aware, as a recruitment agent of Bradfield College we hold basic contact details about you, and we may hold banking details in order to make payments to you. We hold and process this data in order to satisfy and manage our contract with you.

If we are unable to process this data we cannot continue our business relationship.

We may transfer certain data to our bank as necessary to make payments.

As some of your data may form part of our records about individual students and we have a legal obligation to hold those records for up to 24 years from their date of birth to meet our obligation regarding Section 175 of the Education Act 2002. This is subject to any instances where it is potentially relevant to safeguarding considerations and where any material which might be relevant to potential legal dispute or other claims will be kept for the lifetime of any relevant pupil.

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>.