



St Andrew's

BERKSHIRE

Data Privacy Notice – Pupils at St Andrew's School

St Andrew's School is part of Bradfield College; Bradfield College is a 'Data Controller' as defined by the Data Protection Act 2018. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have responsibilities to you and your personal data, and will only collect and use your data in ways which are compliant with data protection legislation.

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: data@standrewsberkshire.co.uk

What information do we collect;

- The personal information (name, date of birth, religion, contact details) submitted at the time the pupil joined the School.
- Any correspondence and reports relating to pupil's educational or medical history and requirements;
- Records relating to pupils academic, pastoral and co-curricular achievements and progress.

We may pass data to third parties including insurance companies, medical/ health professional (with a professional duty of confidentiality), regulatory bodies and local authorities. 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 pupil 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 data so as to provide the best possible educational experience and maintain contact with pupils after they leave the school.

In most cases, pupil data will be retained for the period of pupil Date of Birth + 25 years. In certain circumstances where child protection or other legally contentious considerations apply, the data will be kept for the pupil's lifetime.

At the conclusion of all relevant retention periods, physical documents containing pupils personal data will be shredded, and all personal data held electronically will be deleted.

You have the right to request;

- Access to and porting of your data;
- Restriction of erasure of the data
- Restriction of processing or to object to the processing

You also have a right to lodge a complaint to the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/data-protection-complaints/>