



# St Andrew's

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BERKSHIRE

## Data Privacy Notice – Parents/ Guardians 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](mailto:data@standrewsberkshire.co.uk)

### **What information do we collect;**

Once your child has joined the School as a pupil, the School will process your personal data including contact details, bank account details, payments made to the school, status of relationship to the pupil, any specific legal documents or court orders and general correspondence.

Our legal basis for holding and processing this personal data is our contract with you as the parent or guardian of one of the St Andrew's School pupils or former pupils. If we are unable to process this data, we will not be able to continue providing contracted services.

We may pass certain data on to third parties including debt collection agencies in the case of unpaid fees, or third party financial inquiry agents in relation to applications for Bursaries or other assistance with fees. (Full details are shown on the Bursary Application Form).

### **How long do we keep your personal data for?**

Bank account, payment, legal documents and general correspondence will be retained for 25 years from the pupil's date of birth.

### **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

For information regarding your child's personal data please see the Data Privacy Notice for Pupils.

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/>