



St Andrew's

BERKSHIRE

Data Subject: Prospective Parents & 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

When you register for a place at St Andrew's we collect and process the following data; your child's name, date of birth, current school (if applicable), first language and any relevant medical or educational information, information on siblings (if given). The names and contact details of parents and guardians, as well as their relationship to the child. We may obtain references/ information from your child's previous school, if applicable.

We will use your data for the processing of your admission application and our legal basis for this is our legitimate interest to recruit new pupils.

If you accept a place with the School we will also share your name, address and date of birth with a third party for the purposes of a money laundering check in accordance with UK law. The third party will delete your data on completion of the check.

The school will retain your data for up to 7 years or when your child reaches the age of 13, whichever is sooner. Should you wish to be removed from our database or access your data, please contact The Director of Admissions, Marketing and Communications taylorj@standrewsberkshire.co.uk

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