

# THE BRADFIELD GROUP



## Data Subject: Applicant for a Bursary at St Andrew's School

St Andrew's School and Bradfield College are part of the Bradfield Group; the Bradfield Group 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.

The Bradfield Group is the data controller. Our contact details are:

The Bradfield Group,  
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)

When you apply for a Bursary with St Andrew's School the data you provide in your application is used to assess your suitability and determine whether a bursary award is appropriate and justified. This data includes your personal details such as name and address, details about other dependants and extensive financial details including income, assets, investments, liabilities, and banking details.

Our legal basis for this processing is contract. If we are unable to process this data we will not be able to move forward with assessing your suitability for a bursary or continue to provide a bursary if one has already been granted. We will pass data to a third party financial inquiry agent specifically for the purpose of the determination of your application for a Bursary or other form of fee assistance. If you directly pass personal data to any third party as part of this process, you will receive a separate Privacy Notice from them.

If the application is unsuccessful your data will be retained for 3 months.

If the application is successful, we will retain the data for 6 years from the grant date of the Bursary or the last year for which it is awarded, whichever is the later.

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