

# BURSARY APPLICATION PRIVACY STATEMENT

(Last updated: May 2019)



St John's College requires personal data from parents/legal guardians to carry out a comprehensive financial assessment of the family income in order to assess whether they qualify for a bursary.

The College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For the purposes of an application for a Bursary, the College is the Controller and Processor of data.

To view a full copy of the College's Privacy Notice, please visit our website:

[www.stjohnscollegecardiff.com](http://www.stjohnscollegecardiff.com)

## **What information does St John's College collect?**

The College collect and process information about the parental/legal guardian income in order to be able to carry out a bursary assessment. Information is collected for the purposes of considering your application only and your information will not be passed on to any third party or used for any other means without your express consent. Information collected includes:

- The parents'/legal guardians' name, address and contact details, including email address, telephone number.
- Details of any property owned – value of property and any mortgage outstanding.
- Income from salaries and other sources, such as investments.
- Details of any assets, such as property, stocks and shares, bank and building society accounts.
- Copies of bank statements, relevant tax information, mortgage statements.

The actual data provided will depend on individual circumstances.

Full details of the information required is provided on the Bursary Application Form.

## **Why does St John's College process personal data?**

The College needs to process the data to assess the level of bursary applicable if your child is offered a bursary-assisted placement. The assessment process takes place on application and, if your application is successful, on an annual basis whilst your child remains at the College to ensure that your financial situation has not changed to such an extent that it affects your qualification for the bursary awarded.

## **Who has access to your personal data?**

Your information is assessed by the Finance Department at St John's College. The outcome of the assessment, indicating the level of bursary awarded, will be shared with the Head Teacher and the Finance and Admissions department so that they can manage their annual bursary allocation.

### **How does the College store and protect your personal data?**

Personal data will be stored electronically and in paper format in filing systems. Our ICT systems are secure and ensure access to personal data stored electronically is restricted to authorised staff only; any hard format data is stored in secure filing systems. Where we engage third parties to process staff personal data on our behalf, we only do so on the basis that they are compliant with current data protection regulations.

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

If your bursary application is unsuccessful, the financial data you provided will be destroyed within 3 months of the start of the school year to which the bursary application relates. If your bursary application is successful, your financial data will be kept for the duration of your child attending the College or until the bursary ceases, whichever is sooner. Once your child leaves the College, or the bursary ceases, your personal data will be destroyed within 6 months unless there are any issues with non-payment of school fees. In this case, financial information may be retained until any outstanding debt is cleared.

### **Your Rights**

You have the right to access your personal information that is held by the College. You are also entitled to request that, at any time, your information be deleted permanently or amended/updated. However, please be advised that the College will sometimes have compelling reasons to refuse data which has been subject to specific requests to amend, delete or stop processing personal data: for example, a legal requirement, or where it falls within a legitimate interest identified in our Privacy Notice (available on our website). All such requests will be considered on their own merits.

### **Data Controller and Data Protection Co-ordinator**

St John's College, Cardiff is the 'data controller' for the purposes of data protection law. Our Data Protection Co-ordinator is Nikki Thomas – HR Manager (see 'Contact us' below).

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you have a concern or complaint about the way we are collecting or using your data, you should raise your concern with us in the first instance. To make a complaint, please contact our Data Protection Co-ordinator using the information provided below.

Alternatively, if you believe that the College has not complied with your data protection rights, you can contact the Information Commissioner's office. Further information can be found here:

<https://ico.org.uk/concerns/>

### **Contact Us**

If you would like to discuss anything in this privacy statement, please contact: Miss Nikki Thomas, HR Manager & Data Protection Co-ordinator: email: [nthomas@stjohnscollegecardiff.com](mailto:nthomas@stjohnscollegecardiff.com)