



BURSARY APPLICATION PRIVACY STATEMENT

Bursaries are means tested and the level awarded is based on assessment of the level of parental income and assets; more details about the scheme can be found on the website. The Foundation Bursary Scheme 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 Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Foundation Bursary Scheme collect?

We collect and process information about the parent's/legal guardian's income in order to be able to carry out a bursary assessment. This includes:

- The parent's/legal guardian's name, address and contact details, including email address and telephone number
- Details of any properties owned – value of properties and any mortgages outstanding
- Income from salaries or businesses and other sources, such as investments
- Details of any other assets, such as 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 the Foundation process personal data?

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

How does the organisation store and protect your personal data?

Personal data will be stored electronically and in paper format filing systems. Our IT 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.

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 the bursary application was for.

If your bursary application is successful, your financial data will be kept for the duration of your child attending the school or until the bursary ceases, whichever is sooner. Once your child leaves the school, 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 Foundation. You are also entitled to request that personal data held on you is accurate and up to date and be amended accordingly if not.

The Data Protection Officer for Elizabeth College can be contacted by email on dpo@elizabethcollege.gg; by telephone on 01481 712542; or by post at The Bursary, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY.

If you believe that we have not acted in accordance with Data Protection Law, you should notify the College's Data Protection Officer (as detailed above). You can also make a referral to or lodge a complaint with the Office of the Data Protection Commissioner's Office, although the Commissioner recommends that steps are taken to resolve the matter before involving them.

Date: June 2020