



Data Protection Notice

Prospective Parent/Carer Enquiry Form

Beech Lodge School is the data controller. Our contact details are

Beech Lodge School
Stubbings Lane
Maidenhead
Berkshire SL6 6QL

For queries related to this notice please contact the Data Manager's office
finance@beechlodeschool.co.uk

When you submit an enquiry to the Beech Lodge School website we capture basic contact data so that we can send you a prospectus and application form in order to potentially enter into a contract. If you do not provide this data we are unable to send you a prospectus or application form.

Our legal basis for this processing is our legitimate interest to recruit new pupils.

If we do not receive a response from you within six months the data will be deleted.

If you respond with an application for a pupil place at the School, we will continue to use this data to process your application and move towards forming a contract with you.

If your application is not successful we will retain the data for 1 year.

If your application is successful then we will retain the data contained in the admission documents, parent contracts, registrations forms, letters of offer and acceptance, and all other data connected with the admissions process for a period of six years from the date of the pupil leaving the School.

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 with a Supervisory Authority, for example the Information Commissioner's Office or http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080