



## **Introduction**

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This notice is to help Windlesham House School (“the School”) Alumni (OWLS) understand how and why we collect your personal information and how we use that information (or “process” it). It also explains the decisions that you can make about your own information.

We are giving this notice to past pupils as well as adults because you are mature enough to make decisions about your personal information. If you are aged under 12 when you leave School we will provide this Privacy Notice and an invitation to the Windlesham House School Alumni community which includes a closed website and various social media pages. This will enable you and/or your parent/s to see what events are coming up at School and will also provide a vehicle through which you can communicate with other Alumni.

If you have any questions about this notice please talk to your parent, another trusted adult, or the School’s Privacy Officer, the Bursar about it.

## **What Is "Personal Information"?**

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Personal information is information that the School collects about you. This includes information such as your name, date of birth, email and postal address as well as things like exam results. Photos and video recordings of you are also personal information.

Types of personal data that we process:

- Information held about past pupils, parents or staff whilst at the School
- Any documentation completed on leaving the School
- Contact information given over the years since leaving the School
- Any “news” provided about the life and career of past pupils, parents or staff
- Further information gathered from the public domain about careers and achievements
- Any consent given for the use of specific personal data such as imagery
- Images and videos of individuals engaging in school activities (in accordance with the School's Use of Images and Videos Procedure);

## **How and why does the School collect personal information**

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Our School management information system (MIS) holds all of your personal data which has been collected since you joined the School. Much of this information has been archived as described in the School’s Retention of Documents procedure.

We will use the contact information from the MIS to help the School keep in touch with you, to let you know what we are doing at School, and to invite you to events. The information held about former School pupils who have enjoyed a relationship with the School over many years is an important part of the record of the School and this information is used for a variety of purposes including:

- sending invitations to reunions and other social and networking gatherings
- seeking involvement in supporting current pupils with workshops, or information events
- providing information of general news about the School
- communication about the progress of the School
- images for use on the School social media platforms
- photographs or videos for the School's website to show prospective pupils and what we do here;
- to maintain relationships with former pupils and the School community;
- to further the School’s educational and charitable mission;
- using CCTV images to make sure the School site is safe.

## **What we do with your personal information?**

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When you join the School alumni Facebook group, Facebook will have access to your actions on the group as they process the personal information on their site. Other Windlesham Alumni members will also be able to see your Facebook ID.

Any social media posts or comments you send to us (on the School Alumni Facebook Group, for instance) will be shared under the terms of that social media platform (i.e. Facebook) and could be made public. Other people, not us, control these platforms. We are not responsible for this kind of sharing. We recommend you should review the terms and conditions and privacy policies of the social media platforms you use. That way, you will understand how they will use your information, what information relating to you they will place in the public domain, and how you can stop them from doing so if you are unhappy about it.

Lastly, some of the jobs that the School needs to do with personal information can only be done by using companies who supply services like 'the cloud'. Where we have an arrangement with a company to do this type of processing for us, we make legal agreements with them that personal information will be kept securely and they will only do what the School asks them to do with that information.

We will not share your personal data with people or organisations, other than the social media routes which are described above.

## **Your Rights**

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Everyone has a right under Data Protection Law to see and understand personal information about them held by the School. In some cases you can also ask for it to be deleted or changed or for the School to stop processing it. If the information that we hold is incorrect you can ask us to correct it. This does not apply to all the information that School holds about you because much of it has to be kept by law.

We cannot show you information about you if it includes information about someone else and we cannot show you your examination scripts (the paper that you wrote in an exam). We also cannot show you any private reference received by the School about you or provided by the School to your next school/employer or to another education or employment provider in the future.

If you would like to know more about this, please ask the School Privacy Officer, who is the Bursar, Emma Harris, available on [eharris@windlesham.com](mailto:eharris@windlesham.com)

## **Further Information**

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A former School pupil can ask to see their personal information (known as a "Subject Access Request" or "SAR") if the School believes they have sufficient maturity to understand the request they are making. Pupils aged 12 and above usually have this level of maturity, although this will depend on both the child and the personal data requested, including any relevant circumstances at home.

Parents/guardians may also make a Subject Access Request for pupil information. If the child is over 13 years old and a parent/guardian makes a SAR about their information the School would ask the child's permission for their personal data to be shared with their parent/guardian.

If you would like to see a copy of the information about you that the School holds or have any queries on the content of this policy, please contact the Bursar on [eharris@windlesham.com](mailto:eharris@windlesham.com)

## **Data Accuracy and Security**

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We would be grateful if you would send us updates when your contact information changes so that we can stay in touch.

The School tries to keep all personal data up to date and as accurate as possible. If there are any changes to your personal information, you or your parent/guardian should tell the School Office of changes to

important information, such as your contact details.

The School takes great care over the security of personal data that it holds, including having policies around the use of technology and devices. All staff and Governors know about these policies and their duties under Data Protection Law and they receive training about it.

### **Complaints**

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If you have any complaint about the way that your data is handled please refer to the School's complaints policy. If after following the complaints process you think we have not dealt with your request for information properly, you can complaint to the Information Commissioners Office.

### **Related Policies**

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Retention of Documents Procedure

Data Protection Policy

Online Safety Policy