



Introduction

This notice is provided to help former pupils (Alumni or “OWLS”) understand how and why Windlesham House School (“the School”) collects and processes your personal information. It also outlines the choices and rights you have in relation to that data.

If you were under 12 when you left the School, this notice will be shared with your parents/guardians. You and/or they may receive updates and invitations to alumni events.

About the School and Your Data The School is part of the Charterhouse Schools Group. Its ICO registration number is Z6092852, its registered address is Charterhouse School, Charterhouse, Godalming, Surrey GU7 2DX and its registered charity number is 312054.

The School complies fully with all applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data Usage and Access Act. It also adheres to relevant guidance from the Information Commissioner’s Office (ICO), the Independent Schools Inspectorate (ISI), and the Department for Education (DfE).

The Director of Finance and Operations (DFO) acts as the Privacy and Compliance Officer. The DFO is responsible for ensuring that personal data is processed lawfully and securely. The DFO can be contacted by:

Emailing: dfo@charterhouse.org.uk

Telephoning: 01483 291500

Writing to: Director of Finance and Operations, Charterhouse, Godalming, Surrey, GU7 2DX

The School ensures that all staff are regularly trained in data protection, that records of processing activities are maintained under Article 30 of the UK GDPR, and that Data Protection Impact Assessments (DPIAs) are completed when required. Regular audits and policy reviews are carried out to maintain high standards of compliance.

What Is "Personal Information"?

Personal information is any data that identifies you as an individual. This includes:

- Name, date of birth, contact details
- Exam results and records from your time at the School
- Imagery (photographs or video)
- Information provided after leaving the School, such as updates or news
- Public domain information (e.g., career achievements)

Legal Basis for Processing Your Data

We process your personal information primarily based on:

- Legitimate interests: to stay in touch, organise events, and maintain alumni relations;
- Consent: for using imagery in marketing or publicity and sending marketing communications;
- Legal obligation: where required by law (e.g., safeguarding, finance).

How and Why We Use Your Information

Your information is stored securely in the School's management information system and archived in accordance with our retention procedures. We use this information to:

- Stay in contact with you and share School news
- Invite you to reunions and networking events
- Share opportunities for supporting current pupils
- Promote the School and its community on social media, newsletters, and the School website (with your consent)
- Maintain alumni records and celebrate achievements
- Ensure site safety through CCTV

Social Media and External Services

If you join the alumni Facebook group or interact with our content on social media, your activity may be visible to other users and governed by that platform's terms. We recommend reviewing their privacy settings.

The School uses third-party service providers (e.g., cloud storage), but only under legally binding agreements to safeguard your data. Data may be processed outside the UK, and where this occurs, appropriate safeguards (such as UK IDTA or adequacy regulations) are in place.

We do not share your information with third parties for marketing or external use without your explicit consent.

Retention of Data

Alumni data is retained for as long as necessary to maintain engagement and communication. If you request removal, your data will be deleted unless retention is legally required.

Your Rights

You have rights under UK Data Protection Law, including:

- Accessing the personal data we hold about you
- Requesting corrections to inaccurate information
- Requesting deletion of data (where appropriate)
- Objecting to or limiting certain forms of processing
- Data portability (where applicable)
- Withdrawing consent for non-essential uses

Please note that we may be unable to comply with requests that involve data we are legally required to retain or where it includes references to other individuals.

Subject Access Requests (SARs)

Alumni aged 12 and over are generally considered mature enough to submit a Subject Access Request (SAR). Parents may also make SARs on behalf of a child, subject to the child's consent.

Keeping Your Information Up to Date

Please notify the School of any changes to your contact information to help us keep your records accurate.

Security of Your Information

We have strict policies in place to protect personal data. Access is limited to authorised staff, and all technology use is governed by secure practices and training.

Complaints

If you have concerns about how your data is handled:

- First, raise it through the School's Complaints Policy
- If unresolved, you may contact the Information Commissioner's Office (ICO):
www.ico.org.uk