



Francis Holland Schools

Privacy Notice for Alumni and Friends

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Privacy Notice for Alumni and Friends

This policy applies to:

Francis Holland Regent's Park

Francis Holland Sloane Square

Francis Holland Prep

Francis Holland Schools Central Trust Functions

Where there are differences between the schools these have been clearly highlighted.

Related Policies:

Data Protection Policy

Cyber Security Policy

Introduction

Francis Holland School Trust (FHST) are committed to being transparent about how we collect and use personal data, and to meeting our data protection obligations. This privacy notice describes how Francis Holland Schools Trust (FHST) collects and uses personal information about pupils, in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act (2018) and the Data Use and Access Act (2025).

Our alumni, friends and supporters are extremely important to us, and this Privacy Notice is to help you understand **how** and **why** FHST collects personal information about you and **what** FHST does with that information. It outlines the types of information that FHST holds and how FHST uses it to provide services to our alumni, friends, and supporters. It also explains the decisions that you can make about your own information. FHST aim to be clear when FHST collect your personal information, and not do anything you would not reasonably expect.

This privacy notice applies to all alumni.

Who Collects the Information and Who are FHST?

FHST are The Francis Holland (Church of England) Schools Trust, also herein referred to as "the School". FHST's registered address is 35 Bourne Street, London SW1W 8JA. The Marketing and Development Offices are departments of FHST that have responsibility for alumni relations, events, fundraising and charitable giving to our schools. FHST do this by offering a range of academic, social, and networking events, and publications. FHST also fundraises to support our schools' students, teaching, research, and capital projects. The Marketing and Development Offices work in accordance with FHST's Data Protection Policy and relevant legal regulations such as the General Data protection regulation (UK GDPR) and the Data Protection Act 2018.

Data Protection Principles

FHST will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

What is Personal Information?

Personal information is information that identifies you as an individual and relates to you. This includes your contact details. FHST may also hold information such as your religion or ethnic group. CCTV, photos, and video recordings of you are also personal information.

How and Why do FHST collect Personal Information?

We may collect this information from you in a number of different ways. The main data collection will be by our registration form, but we may also collect data through our signing in system, our website(s), and other technical systems such as our computer networks and connections, CCTV and access control systems, remote access systems, email and instant messaging systems, intranet, and internet facilities.

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice).
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- When you have provided us with consent to process your personal data.

We need all the categories of information in the list above primarily to allow us to perform our contract with you, with your consent and to enable us to comply with legal obligations.

The situations in which we will process your personal information are listed below:

- Alumnus management including retention;
- Complying with legal obligations;
- Conduct necessary administration functions;
- Health and safety obligations;
- Prevention and detection of fraud or other criminal offences;
- To defend the school in respect of any investigation or court proceedings and to comply with any court or tribunal order for disclosure;
- Help us build a community around our school;
- Offer enrichment and career development opportunities to current students;
- Raise money so that we can continue to improve the experience students get from school;
- Notify you of alumni events you may be interested in;
- Keep you up to date with school news;
- Help us promote our school;
- Maintain a record of visitors to our school; and
- Tailor the communications we send to you, to ensure they are appropriate and relevant.

Some grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

How we use Particularly Sensitive Information

Sensitive personal information (as defined under the UK GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing, and using this type of personal information. We may process this data in the following circumstances:

- In limited circumstances, with your explicit written consent;
- Where we need to conduct our legal obligations in line with our data protection policy;
- For legitimate interests;
Where it is necessary to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards. Less commonly, we may process this type of information where it

necessary in relation to legal claims or where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent.

Sharing Personal Information with Third Parties

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. These include the following:

- other schools within the Trust;
- Professional advisors such as lawyers and consultants;
- The school finance/accounting teams; and
- Support services (including insurance, IT support and information security).

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the school only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes. We will retain your data for as long as you remain a member of our alumni and up to a year afterwards (or longer if the law requires us to, e.g., for financial records).

Security

We have put in place measures to protect the security of your information (i.e., against it being accidentally lost, used, or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available in the Cybersecurity Policy.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Sending Information to Other Countries

In storing personal data overseas, FHST will abide by European Commission regulations which state that personal data must not be stored outside the EEA unless the relevant country has an adequate level of data protection.

FHST may also send your information to other countries where FHST communicates with you when you are overseas (for example, during the summer holidays if you live in a different country). If the country that FHST is sending your information to is not a country within the EEA (which means the European Union, Liechtenstein, Norway, and Iceland) then it might not have the same level of protection for personal information as there is the UK.

Your Rights: ...of Access, Correction, Erasure and Restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

Under certain circumstances by law, you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact [NAME] in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

Requesting Access to Your Personal Data (Subject Access Requests)

FHST may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

For further information about Subject Access Requests (SARs), and how to proceed with one, please see the Trust’s Data Protection Policy.

Right to Withdraw Consent

In the circumstances where you may have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact [NAME]. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

How to Raise a Concern or Complaint about our Handling of Personal Data

Data protection legislation requires organisations to help any person who wants to make complaints about how their personal information is used. The Trust therefore has an electronic complaints form ([here](#)) on which people may submit details to us regarding their complaint. This complaint form will be acknowledged within 30 days and responded to without undue delay.

We have appointed a Data Protection Officer (DPO) to oversee compliance with data protection and this privacy notice. You may also, if you wish, contact them:

Data Protection Officer:	Judicium Consulting Limited
Address:	5th Floor, 98 Theobalds Road, London, WC1X 8WB
Email:	dataservices@judicium.com
Web:	www.judiciumeducation.co.uk

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Review

Policy author/s	Trust: Chief Operating Officer
This review	Spring 2026
Approved by	Governance and Nominations: Spring 2026
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Next review	Spring 2027

The Francis Holland Schools Trust is an educational charity which manages three leading independent girls' schools in central London, across three sites.

Registered charity number: 312745

Registered office: Francis Holland Schools Trust, 35 Bourne Street, London SW1W 8JA