



Loughborough Schools Foundation

Nursery • Fairfield • Grammar • High

Privacy Notice for the Alumni, Friends and Supporters

Document Management Information

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Policy Author:	James Leeson, Data Protection Officer
Approved By:	David Goodacre, Bursar
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Revision History

Version	Description of Revision	Date Approved
1.0	Initial version created.	January 2018
1.1	Updated to include charities commission recommendations and ICO advice.	January 2022
2.0	New version on Foundation template. Minor edits to structure and sentence structure. Adopted new guidance from ISBA, IDPE and ICO.	January 2026

1. Who we are

Loughborough Schools Foundation (LSF) is the organisation (referred to in this policy as “the Foundation”) responsible for three Independent Schools and a nursery operating under a single Board of Trustees. The Foundation comprises Fairfield Preparatory School (co-educational, 3-11), Loughborough Grammar School (boys, 10-18, day and boarding), Loughborough High School (girls, 11-18), and ‘The Nursery’ for children from 6 weeks to 4 years.

The Foundation is incorporated as a company limited by guarantee, number 4038033, and is a registered charity, number 1081765.

The Foundation is registered as the Data Controller under Data Protection Law and will observe the provisions of all related legislation, as well as frameworks provided by the Department for Education (DfE), to all Schools and departments within the Foundation. This includes Early Years Foundation Stages (EYFS), The Nursery, alumni associations, and any subsidiary companies.

2. Who this notice applies to

This notice applies to:

- alumni (former pupils) of Fairfield Preparatory School, Loughborough Grammar School, Loughborough Amherst School (previously Our Ladies Convent School) and Loughborough High School;
- friends and supporters of the Foundation, including individuals who have expressed an interest in our work or have engaged with the Development Office;
- current and prospective donors to the Foundation;
- individuals who have made or are considering making a legacy gift to the Foundation;
- attendees at alumni events, reunions, or Development Office activities;
- volunteers who support the Foundation’s fundraising or alumni engagement activities;
- members of the wider LSF community, including but not limited to parents and guardians, former parent and guardians, and local community members with a connection to our Schools.

Please note that if you are a current employee, student, or parent of a current student at the Foundation, separate privacy notices may also apply to you in those capacities.

3. About this privacy notice

This Privacy Notice explains how the Foundation processes your personal data and your rights in relation to the personal data we hold about you.

This Privacy Notice applies in addition to the Foundation’s other relevant terms and conditions and policies that may (depending on your role and status) apply to you, including:

- the Foundation’s CCTV and/or biometrics policy;
- the Foundation’s retention of records policy;

- the Foundation's data protection policy; and
- the Foundation's IT policies, including its Acceptable Use policy, Online Safety policy, Social Media policy.

This Privacy Notice also applies alongside any other information the Foundation may provide about particular uses of personal data, for example when collecting data via an online or paper form.

If we ask for your personal information, we will:

- tell you the reasons why we're asking for it;
- only ask for the information we need;
- make sure we don't keep it for longer than necessary;
- protect it and make sure only the appropriate people have access to it;
- let you know if we'll share it with other organisations;
- keep it up to date where necessary and let you know if you need to notify us about changes to your circumstances;
- consider privacy risks when we're planning to change the way we use or hold it; and
- train our staff to ensure we properly use and protect it.

4. How we collect your information

4.1 When you first engage with the Foundation, we may collect your personal data in a number of ways, for example:

- from school records when you join the Foundation as a pupil;
- when you register for alumni services or events;
- when you make a donation or pledge to the Foundation;
- when you sign up to receive communications from us;
- from publicly available sources, including websites, publications, news articles, and social media;
- from third parties, such as other alumni, volunteers, or professional networking platforms.

4.2 During your ongoing relationship with the Development Office, we will collect data from or about you, including:

- when you provide or update your contact details;
- when you attend events, reunions, or other activities organised by the Development Office;
- when you make donations or respond to fundraising appeals;
- when you volunteer for the Foundation or participate in mentoring programmes;
- when you communicate with us by email, telephone, post, or through our website or alumni portal;
- in various other ways as you interact with us during your relationship with the Foundation.

Types of information we collect

We may collect the following types of personal data about you (and your family members and 'next of kin', where relevant):

5.1 Contact and communications information, including:

- your contact details (including email address(es), telephone numbers and postal address(es));
- contact details (through various means, as above) for your family members and 'next of kin', in which case you confirm that you have the right to pass this information to us for use by us in accordance with this Privacy Notice;
- records of communications and interactions we have had with you;
- your communication preferences

5.2 Biographical, educational, and social information, including:

- your name, title, gender, nationality and date of birth;
- your marital status and family details;
- your image and likeness, including photographs taken at events or during your time at the Foundation;
- details of your education at the Foundation, including dates of attendance, house, sports teams, societies, achievements, and other school activities;
- details of your further and higher education;
- your career history, current employer, and professional achievements;
- your interests and extra-curricular activities;
- information in the public domain, including information you may have posted to social media, or as featured in news articles or publications.

5.3 Financial and giving information, including:

- your donation history to the Foundation;
- Gift Aid declarations and tax status;
- bank account details for processing donations (Direct Debits);
- legacy pledges and intentions;
- publicly available information to help ensure our communications are relevant and appropriate (for example, career information, location, or involvement with other charitable causes).

5.4 Engagement and relationship information, including:

- your attendance at events, reunions, and other Development Office activities;
- your volunteering activities for the Foundation;
- your participation in mentoring or careers guidance programmes;
- your relationships with other alumni, current pupils, or staff;
- your relationship with the Foundation, including any feedback or complaints.

5.5 Where necessary and with appropriate safeguards, we may also collect special categories of data, including:

- information concerning your health and medical conditions (for example, dietary requirements or accessibility needs for events);
- information revealing your racial or ethnic origin (for diversity monitoring purposes).

However, this will only be undertaken where and to the extent it is necessary for a lawful purpose in connection with your relationship with the Foundation.

6. Reason for processing your personal data, how that data is used and whom it is shared with

6.1 Legitimate Interests

We process your personal data because it is necessary for our (or sometimes a third party's) legitimate interests. Our "legitimate interests" include our interests in running the Foundation in a professional, sustainable manner, in accordance with all relevant ethical, educational, charitable, legal and regulatory duties and requirements (whether or not connected directly to data protection law). In this respect, we are likely to use your personal data for the following:

- to maintain relationships with alumni and keep you informed about news and developments at the Foundation;
- to organise events, reunions, and networking opportunities for alumni and supporters;
- to facilitate mentoring and careers guidance programmes connecting alumni with current pupils;
- to send you information about fundraising appeals and giving opportunities;
- to conduct prospect research using publicly available information to better understand your interests and capacity to support the Foundation;
- to administer donations and maintain accurate financial records;
- to thank you for your support and keep you informed about the impact of your giving;
- to maintain and develop the Foundation's archive and historical records;
- for security, safeguarding, welfare, and investigation purposes, including by operating security cameras in various locations on the Foundation's premises;
- to publish your image and likeness in connection with your engagement with us;
- for the purposes of management planning and forecasting, research and statistical analysis.

6.2 Consent

Where we rely on your consent to process your personal data, we will seek your explicit consent. You have the right to withdraw your consent at any time.

6.3 Legal obligations

We also process your personal data for our compliance with our legal obligations, notably those in connection with charity law, tax law and accounting. In this respect, we are likely to use your personal data for the following:

- to process Gift Aid claims with HM Revenue and Customs;
- to maintain records as required by charity law and Charity Commission regulations;
- for the prevention and detection of crime, including fraud prevention.

6.4 Special categories of data

We will process special categories of personal data for lawful reasons only, including because:

- you have given us your explicit consent to do so, but only in circumstances where seeking consent is appropriate;
- it is necessary to protect your or another person's vital interests, for example, where you have a medical emergency at an event and we have to process your personal data in order to ensure you receive appropriate medical attention;
- it is necessary in connection with some function in the substantial public interest, including the safeguarding of children or vulnerable people;
- it is necessary for the establishment, exercise or defence of legal claims.

7. Low-level concerns about adults

We will process personal data about you, whether or not it constitutes special category data, in accordance with our policy on recording and sharing low-level concerns about adults. This will be processed for the same safeguarding reasons as set out above.

8. Sharing your information with others

For the purposes referred to in this Privacy Notice and relying on the grounds for processing as set out above, we may share your personal data with certain third parties. We may disclose limited personal data (including in limited cases special category data) to a variety of recipients including:

- other employees, agents, and contractors (e.g. third parties processing data on our behalf as part of administering IT systems, alumni databases, event management platforms, etc. – although this is not sharing your data in a legal sense, as these are considered data processors on our behalf);
- relevant government authorities (e.g. HMRC for Gift Aid claims) and/or appropriate regulatory bodies (e.g. the Charity Commission);
- other schools or departments within the Foundation where appropriate;
- external auditors or inspectors;
- IT service providers;
- our advisers where it is necessary for us to obtain their advice or assistance, including insurers, lawyers, accountants, or other external consultants;
- when the Foundation is legally required to do so (by a court order, government body, law enforcement agency or other authority of competent jurisdiction);
- otherwise, where reasonably necessary for the operation of the Foundation and its charitable obligations.

We may also share your contact details with other alumni for networking purposes, but only where you have given your consent.

9. How long your information is kept

We retain alumni and supporter records for the duration of your relationship with the Foundation. Given the lifelong nature of alumni relationships and the importance of maintaining historical records of giving and engagement, we may retain your personal data indefinitely.

However, we will review the accuracy and relevance of personal data periodically and will delete or anonymise data that is no longer necessary for the purposes for which it was collected.

Financial records relating to donations are retained for at least six years after the relevant tax year for Gift Aid and accounting purposes.

Please see our Retention of Records policy for further details.

10. Your rights

You have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require us to correct the personal data we hold about you if it is incorrect;
- to require us (in certain circumstances) to erase your personal data;
- to request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply. The Foundation will endeavour to respond to any such requests as soon as is reasonably practicable and in any event within statutory time-limits (which is generally one month, but actually fulfilling more complex or multiple requests, e.g. those involving third party information, may take 1-2 months longer).

You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at www.ico.org.uk.

11. Responsibility and data protection

The Foundation has appointed a Data Protection Officer who will deal with all requests and enquiries concerning the Foundation's uses of your personal data (see section on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law. The Data Protection Officer can be contacted on dataprotection@lsf.org

12. Contact and complaints

If you have any queries about this Privacy Notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you may contact the Data Protection Officer by emailing dataprotection@lsf.org or writing to 3 Burton Walks, Loughborough, Leicestershire, LE11 2DU

If you are not satisfied with how we are processing your personal data, or how we deal with your complaint, you can make a complaint to the Information Commissioner: www.ico.org.uk.

The ICO does recommend you seek to resolve any issues with the data controller initially prior to any referral.

13. This notice

The Foundation will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.