FOREST SCHOOL

Privacy Notice for Alumni

v1.1

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Owner (Name, Title):	
Classification:	**Alumni & Development Office**
Comment:	**Further clarification added to comply more closely with Data Protection requirements.** **February 2026 – Updated staff responsibilities**

Forest School - Privacy Notice for Alumni

General Statement of the School's Duties

To deliver its services to the School, Old Foresters' Club ('OFC') and alumni, the Alumni & Development Office and the OFC process relevant personal data regarding staff, former staff, alumni, pupils and their parents as part of its operation. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. All data is securely held by the Alumni and Development Office and will be treated confidentially and with the utmost care and respect.

Data

Data you give to the School, the Alumni and Development Office and the OFC (including personal data, collected during your association with the School) either online via the School website, by email, by telephone, in person or by postal update will be used by School staff for purposes directly related to the interests of the School and/or its alumni. Such data may include (but is not limited to): names and addresses; bank details; donor aptitude and donation history; academic, disciplinary, admissions, examination marks and attendance records; references and employment; and current interests.

Your data will improve our engagement with you by helping us to target our communications and gain a better understanding about what School and Alumni and Development Office activities may be relevant and appropriate to you.

Data and publicly accessible information may be used for engagement, fundraising, and related research, unless you have chosen to opt out. In some cases, publicly available information may be processed for wealth screening or analysis, unless you have opted out. Data and publicly accessible information is also used to research your interest in School and alumni events, sports and other activities and to verify that you are a bona fide alumni/parent should you wish to join a recognised Forest School/Alumni online, social or other group.

Processing of Personal Data

Any information that falls under the definition of personal and sensitive personal data, and is not otherwise exempt, will remain confidential and will only be disclosed to third parties where there is a lawful basis, such as your consent or the legitimate interests of the School or Alumni & Development Office, and only with appropriate safeguards

Your data will not be disclosed to external organisations other than those acting as agents for the School and/or OFC to operate its IT and data environments and for fundraising purposes. Any movement or storage of data, both within and outside the UK, will be performed under appropriate safeguards and security provisions and in line with the terms of the Data Protection Act 2018 including the UK GDPR.

Rights of Access

You have rights over your personal data, including the right to be informed, access, correct, delete, restrict, move, and object to how your data is used. You may also withdraw consent or object to processing at any time. To exercise your rights, please contact the Data Protection Lead (dpl@forest.org.uk) or the development office (alumni@forest.org.uk)..

You may be required to provide the School with proof of ID and proof of address before information can be shared with you. The School will endeavour to respond to your request without undue delay, and in any event, within one calendar month of receiving your DSAR.

Certain data is exempt from the right of access under the Data Protection Act. This may include information that identifies other individuals, information that the School reasonably believes is likely to cause damage or distress, or information that is subject to legal professional privilege.

The School will also treat as confidential any references given by the School for the purpose of the education, training or employment, or prospective education, training or employment of any alumnus/alumna.

The rights under the Data Protection Act are the individuals to whom the data relates.

Use of Personal Data by the School

We may communicate with you—including current pupils and alumni—by person, phone, email, or mail, unless you have opted out of specific types of contact. Your data may be used to maintain relationships with alumni and current pupils, including transferring information to any association, society, or club set up for engagement purposes.
If you do not wish to receive communications or have your data used for these purposes, you may opt out at any time by contacting the development office at alumni@forest.org.uk or in writing to Forest School, London, E17 3PY.
We will always respect your preferences and ensure that opting out is straightforward and effective.

Should you wish to limit or object to any such use please notify the development office by email to alumni@forest.org.uk, or in writing to Forest School, London, E17 3PY. You can change your preferences at any time.

Accuracy

The School will endeavour to ensure that all personal data held in relation to you is accurate. You should notify the development office (alumni@forest.org.uk) of any changes to information held about you. You have the right to request that inaccurate information is corrected or erased.

Security

The School will take reasonable steps to ensure that members of staff will only have access to personal data relating to staff, pupils, their parents or alumni where it is necessary for them to do so. All staff will be made aware of this policy and their duties under the Data Protection Act. The School will ensure that all personal information is held securely and is not accessible to unauthorised persons

If you have any questions or concerns about your information rights, please contact the School's Data Protection Lead, Mr Bishop, by email at dpl@forest.org.uk, or by phone on 0208 520 1744.

W Bishop
Director of Operations and Compliance, Data Protection Lead

Last updated: February 2026