# THE MANOR ALUMNI COMMUNITY PRIVACY POLICY

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| **Date Policy Reviewed:** | 30/10/2026 |
| **Date of Next Review:** | |
| **Person(s) Responsible for Review:** | SLT (DCAM) |

## Introduction

At The Manor Prep School, we are proud of the lifelong relationships we build with our pupils, families, staff and supporters. Through The Manor Alumni Community, we stay connected with former pupils and families, celebrate achievements, share news, provide opportunities to remain involved with school life and support the continued success of The Manor community.

This Privacy Notice explains how The Manor Prep School ("the School", "we", "us" or "our") collects, uses and protects personal information relating to members of The Manor Alumni Community.

The Manor Alumni Community brings together former pupils, former parents, former staff, governors, supporters and friends of the School who wish to maintain an ongoing connection with The Manor. While former pupils form the core of our alumni network, we recognise that many former parents, staff and supporters continue to play an important role within the wider Manor community.

This Privacy Notice applies to members of The Manor Alumni Community, including former pupils, former parents and guardians, former staff, former governors, volunteers, supporters and others who maintain an ongoing relationship with the School after their formal connection with The Manor has ended.

This Privacy Notice should be read alongside the School's main Privacy Notice (March 2025) and other relevant policies, including the Data Protection Policy including Subject Access Request and CCTV, Data Retention Policy, Data Breach Policy and safeguarding policies.

## Who We Are

The Manor Prep School is the data controller responsible for the personal information covered by this Privacy Notice.

**The Manor Prep School**
Faringdon Road
Abingdon
Oxfordshire
OX13 6LN

**Email:** admissions@manorprep.org
**Telephone:** 01235 858458

For alumni enquiries, updating your contact details or changing your communication preferences, please contact:

**Mrs Nikki Hemsley**
Head of Admissions and Marketing
admissions@manorprep.org

For data protection enquiries or requests relating to your personal data, please contact:

**Tom Willner-Reid**
Director of Finance and Operations (DFO)
Email: twillner-reid@manorprep.org

## About The Manor Alumni Community

The Manor Alumni Community exists to foster and maintain meaningful relationships between former pupils, families, staff and friends of the School.

Through our alumni activities, we aim to:

- Keep members informed about School news and developments.
- Organise reunions, events and networking opportunities.
- Celebrate the achievements of former pupils and members of our community.
- Support careers education through mentoring and volunteering.
- Encourage lifelong connections with The Manor.
- Preserve and share the history and heritage of the School.
- Inspire future generations of Manor pupils.

## The Information We Hold

Depending on your relationship with the School and how you engage with The Manor Alumni Community, we may hold information such as:

### Personal Information

- Name and former names
- Date of birth
- Postal address
- Email address
- Telephone number
- Relationship to the School

### School Information

- Dates attended The Manor Prep School
- Year group and leaving year
- Academic, sporting, creative and co-curricular achievements
- Clubs, activities and positions of responsibility

### Professional Information

Where provided by you or obtained from lawful public sources:

- Occupation
- Employer
- Professional achievements
- Qualifications
- Areas of expertise

### Community Engagement Information

- Event registrations and attendance
- Communication preferences
- Survey responses and feedback
- Volunteering and mentoring interests
- Correspondence with the School
- Participation in community activities

### Photographs and Media

We may hold photographs, video recordings and other media from School or alumni events.

### Special Category Information

In limited circumstances, we may process information relating to dietary requirements, accessibility needs or health information where necessary to support attendance at an event or activity.

## How We Collect Information

Many community records originate from information collected while a pupil attended The Manor Prep School or while a parent or guardian had a child at the School.

We may also receive information:

- Directly from you.
- Through registration forms and update forms.
- Through event registrations.
- Through correspondence with the School.
- Through surveys and questionnaires.
- Through volunteering or mentoring activities.

Occasionally, we may update our records using publicly available information such as professional biographies, company websites, published articles or professional networking platforms where this is relevant to our community engagement activities and lawful to do so.

We encourage members of The Manor Alumni Community to notify us when their contact details change so that our records remain accurate.

## How We Use Your Information

We use personal information to support and develop The Manor Alumni Community and maintain appropriate relationships with former pupils, parents, staff and supporters.

This may include:

### Communications

Sending:

- Alumni and community newsletters
- School updates and news
- Invitations to reunions and events
- Information about volunteering opportunities
- Updates about achievements and activities within the community

### Events and Activities

Organising and administering:

- Reunions
- Networking events
- Careers events
- Community gatherings
- Talks and presentations
- Other alumni and community activities

### Mentoring and Volunteering

Helping members support current pupils through:

- Careers talks
- Mentoring opportunities
- Workplace visits
- School events and initiatives

### Celebrating Success

Sharing achievements, stories and experiences through School communications where appropriate.

### Maintaining Accurate Records

Keeping community records accurate, relevant and up to date.

### Developing the Community Programme

Seeking feedback and understanding engagement to improve communications, events and opportunities.

### Supporting School Development

From time to time, the School may invite members of The Manor Alumni Community to support specific projects, bursaries, facilities, educational initiatives or other opportunities that contribute to the future development of the School.

## Supporting The School

As a charitable educational institution, The Manor Prep School may from time to time invite members of The Manor Alumni Community to support the School through donations, fundraising initiatives, sponsorship or other forms of charitable giving.

If you choose to support the School financially, we may process information relating to:

- Donation amounts and dates
- Gift Aid declarations and associated tax information
- Payment and transaction records
- Records of previous support provided to the School
- Communication preferences relating to fundraising and development activities

This information may be used to:

- Process and administer donations
- Maintain accurate financial and accounting records
- Claim Gift Aid where applicable
- Meet legal, regulatory and audit requirements
- Acknowledge and steward support for the School
- Communicate appropriately about future fundraising opportunities

Information relating to donations may be processed on the basis of the School's legitimate interests, to comply with legal and accounting obligations, or with consent where required.

We will process such information in accordance with applicable data protection, charity and financial regulations.

## Alumni Stories, Testimonials and Photography

The School is proud of the achievements of its former pupils and wider community and may feature stories, testimonials, photographs and professional accomplishments in:

- School publications
- Newsletters
- The School website
- Social media channels
- Promotional materials

Where consent is required under data protection law, we will obtain it before publishing personal information.

Photography and videography may take place at events organised by The Manor Alumni Community for promotional, historical and community engagement purposes. Where appropriate, attendees will be informed that photography is taking place and given the opportunity to raise any concerns.

## Alumni Records

Information relating to members of The Manor Alumni Community may be stored securely within the School's administrative systems and records used to manage communications, events, alumni engagement and community activities.

These systems help us maintain accurate records and deliver communications, events and services to members of The Manor Alumni Community efficiently and securely.

## Our Lawful Basis for Processing Information

Under UK data protection law, we process personal information using one or more of the following lawful bases.

### Legitimate Interests

The School has a legitimate interest in:

- Maintaining lifelong relationships with former pupils, families, staff and supporters.
- Running an active and engaged alumni and community programme.
- Organising events, networking opportunities and volunteering activities.
- Communicating relevant School news and updates.
- Preserving the history and heritage of the School.
- Promoting the educational and charitable aims of the School.

- Maintaining relationships with alumni and the wider School community, including appropriate development and fundraising activity.

We believe these activities are ones that members of The Manor Alumni Community would reasonably expect and we carefully balance these interests against individual privacy rights and freedoms.

### Consent

Where required, we rely on consent, particularly for certain photographs, testimonials, profiles or marketing activities. Consent may be withdrawn at any time.

### Legal Obligations

Where processing is necessary to comply with legal or regulatory requirements.

### Vital Interests

In exceptional circumstances where processing is necessary to protect an individual's wellbeing or safety.

## Who We Share Information With

We do not sell personal information.

We may share information with trusted organisations that help us operate and manage our community activities, including:

- Customer relationship management (CRM) providers
- Email communication platforms
- Event management systems
- Website and IT service providers
- Cloud hosting providers
- Professional advisers, including legal, accounting and insurance advisers
- Regulatory and legal authorities where required by law

Any organisation processing information on our behalf acts under appropriate contractual arrangements and is required to maintain suitable security measures and only process information for authorised purposes.

## International Transfers

Some of our service providers may process personal information outside the United Kingdom.

Where this occurs, the School will ensure appropriate safeguards are in place in accordance with UK data protection legislation, including adequacy regulations or approved contractual protections where required.

## Young Alumni and Safeguarding

Many former pupils remain under the age of 18 for several years after leaving The Manor.

The School takes particular care when communicating with younger members of The Manor Alumni Community and when considering how their personal information is used.

Where appropriate, we may communicate through parents or guardians and will ensure that any use of information relating to children is fair, proportionate and age-appropriate.

The Manor Prep School is committed to safeguarding and promoting the welfare of children and young people. Any personal information processed through alumni or community activities involving children or young alumni will be managed in accordance with the School's safeguarding responsibilities and applicable data protection legislation.

## Managing Your Communication Preferences

You may change how we communicate with you at any time.

You can:

- Use the unsubscribe link included in our emails.
- Contact the School directly to update your preferences.
- Ask us to stop receiving certain types of communication.

We will always respect your communication preferences.

## Keeping Your Information Safe

The School takes the security of personal information seriously and maintains appropriate technical and organisational measures to protect information against:

- Unauthorised access
- Loss or misuse
- Unauthorised disclosure
- Alteration or destruction

Access to personal information is restricted to individuals who require it for legitimate School purposes and is managed on a need-to-know basis.

## How Long We Keep Information

The School retains personal information in accordance with its Data Retention Policy and applicable data protection legislation.

Certain core records may be retained for historical, archival and community engagement purposes. Retention periods are reviewed periodically to ensure information remains relevant, appropriate and lawful to retain.

## Your Rights

Under UK data protection law, you have the right to:

- Request access to your personal information.
- Request correction of inaccurate information.
- Request deletion of information in certain circumstances.
- Request restriction of processing in certain circumstances.
- Object to processing based on legitimate interests.
- Request the transfer of information where applicable.
- Withdraw consent where processing is based on consent.

To exercise any of these rights, please contact the School's **Director of Finance and Operations (DFO)**, who is responsible for handling data protection enquiries and requests.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you believe your personal information has not been handled in accordance with data protection law.

## Complaints

If you have any concerns about how your information is used, we encourage you to contact the School first so that we can seek to resolve the matter.

You may also contact the:

**Information Commissioner's Office (ICO)**
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

**Website:** www.ico.org.uk
**Telephone:** 0303 123 1113

## Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in legislation, regulatory guidance, School practice or community activities.

The latest version will always be published on the School website.