

PRIVACY NOTICE: PARENTS, CURRENT AND PROSPECTIVE

Approved by	Data Protection Officer
Date approved	22 Sept 2026
Next review date	September 2027
Applies to	School, Centre and Foundation

This notice explains what personal information Brockwood Park School holds about you as a parent or guardian, why it holds it, who it is shared with, how long it is kept and what rights you have over it.

Who this notice is for

This notice is for parents and guardians of students at Brockwood Park School, and for parents and guardians of children applying to join it. It explains what the School does with information about you. Information about your child is covered by a separate notice, the Privacy Notice for Students Aged 12 and Above, which is written for students themselves.

Who holds your information

Krishnamurti Foundation Trust Ltd is a single legal entity and is the data controller for the personal data described in this notice. Its registered address is Brockwood Park, Bramdean, Hampshire SO24 0LQ (company 1055588, charity 312865). The Trust's work is carried out through Brockwood Park School, the Krishnamurti Centre and the Foundation office. In this notice the Trust is referred to as “the Trust” and Brockwood Park School as “the School”.

The Data Protection Officer is Tom Power, who can be contacted at tom@brockwood.org.uk or by post at the address above. Any question about this notice, any request to exercise a right described in it, and any complaint about how the Trust has handled personal data should go to the Data Protection Officer.

This notice is given under the UK General Data Protection Regulation and the Data Protection Act 2018, as amended by the Data (Use and Access) Act 2025.

What the School holds about you

- your name, address, telephone numbers and email addresses, and those of anyone else with parental responsibility or acting as an education guardian;
- your occupation, given at the point of application, and financial information where it is relevant to the payment of fees or to an application for bursary assistance;
- information about family circumstances that may affect your child's welfare, education or happiness;
- information about any court order, or any criminal or safeguarding matter, that bears on your child's welfare or on who may collect or have contact with them;
- your child's nationality and immigration status, and yours where it is relevant to their right to study in the UK;
- correspondence with you, and records of meetings and conversations about your child;
- records of any complaint or grievance involving you; and
- photographs and video in which you appear at School events, in line with the School's policy on taking, storing and using images.

Why the School uses it, and its lawful basis

What the information is used for	Lawful basis
Providing an education for your child and running the School Agreement with you	Necessary to perform the contract; legitimate interests
Looking after your child's welfare, safety and pastoral needs, including acting on family circumstances, court orders and safeguarding information	Public task; legitimate interests; safeguarding of children
Charging and collecting fees, assessing eligibility for bursary assistance, and recovering unpaid fees — which may include obtaining information from publicly available sources such as Companies House, and instructing debt recovery suppliers	Necessary to perform the contract; legitimate interests
Meeting legal and regulatory duties — returns to the Department for Education, inspection by the Independent Schools Inspectorate, immigration sponsorship duties, reporting to the Charity Commission or the Health and Safety Executive	Legal obligation; public task

Sharing information with the local authority, the police or safeguarding partners where a child's welfare requires it	Legal obligation; safeguarding of children; vital interests
Keeping you informed about the School, its events and its news, and staying in touch after your child leaves	Legitimate interests — you can object at any time
Using photographs and video of School events on the School's website, social media and prospectus	Legitimate interests, applied in line with the School's policy on images
Handling a complaint, or bringing or defending a legal claim	Legitimate interests; establishment, exercise or defence of legal claims
Keeping the School's IT systems secure, and historical or statistical research about the School	Legitimate interests

Special category information

Some of what the School holds is special category data — most often information about health, or about racial or ethnic origin or religious belief where you have given it. The School uses it only where the law allows: for the safeguarding of children and individuals at risk, for medical purposes where someone's care requires it, in the substantial public interest, to protect vital interests in an emergency, or for the establishment, exercise or defence of legal claims. Information about criminal matters is used only where it bears on a child's welfare or where the School is required to act on it.

Use of artificial intelligence tools

Some of the work that involves personal data — drafting, summarising and internal analysis — may be carried out with the help of artificial intelligence tools that the Trust has approved for staff use. Where this happens the provider of the tool acts as a data processor under a written contract with the Trust, and the Trust remains responsible for the data.

Staff are required to remove or reduce identifying detail before using these tools, and are not permitted to enter safeguarding or pastoral case detail, special category data, or financial detail without the Data Protection Officer's agreement. No decision affecting an individual is made by an artificial intelligence tool: any output is checked by a member of staff, who takes responsibility for it.

The tools approved for this use, and the conditions attached to each, are listed in Schedule A to the Trust's Data Protection Policy and are kept under review by the Data Protection Officer.

Who the information is shared with

The School shares information about you only where it has a good reason to. That may include the local authority and its safeguarding partners, the Department for Education, the Independent Schools Inspectorate, the police, the Charity Commission, the Health and Safety Executive, the Home Office where immigration status is involved, the School's insurers, auditors and legal advisers, a school your child moves to, and the providers of the systems the School uses to hold its records. Where a supplier handles personal data on the School's behalf it does so under a written contract, on the School's instructions, and may not use the information for its own purposes.

Information may also be shared with another parent or guardian, where that is part of keeping both informed about a child, unless there is a reason not to.

Sending information outside the United Kingdom

Personal data is sometimes transferred outside the United Kingdom, most often because a cloud service the Trust uses stores data overseas. Where that happens the Trust makes sure the data continues to receive a standard of protection that is not materially lower than it would receive under UK data protection law, relying either on UK adequacy regulations or on an appropriate safeguard such as standard contractual clauses or the UK International Data Transfer Addendum. Further detail is available from the Data Protection Officer on request.

How long information is kept

Information about you is generally kept for as long as your child is at the School and for a period afterwards. Where information forms part of your child's record it is kept in line with the retention period for that record, which for a student file runs to 25 years from the child's date of birth, and longer where safeguarding requires it. Financial records are kept for the periods that accounting and tax law require. Contact details are kept after your child leaves so that the School can stay in touch, unless you ask it not to.

Where a child applies but does not join, the application record is kept for a limited period and then destroyed.

Detailed retention periods for each type of record are set out in the Trust's Records Retention and Disposal Policy, which is available on the School's website and from the Data Protection Officer.

Keeping information secure

The Trust has measures in place to prevent personal data being lost, misused, accessed without authorisation, altered or disclosed. Access is limited to those who need it, and those handling personal

data do so under a duty of confidentiality. The Trust has a procedure for dealing with a suspected data breach, set out in its Data Security Breach Incident Management Policy, and will notify the Information Commissioner's Office and, where required, the individuals affected.

Your rights

Data protection law gives you a number of rights over the information the Trust holds about you. You can ask to:

- see a copy of the information held about you, and be told why it is used, where it came from and who it has been shared with (a subject access request);
- have information corrected where it is inaccurate or incomplete;
- have information erased, where there is no good reason for the Trust to continue holding it;
- restrict how information is used while a question about its accuracy or the basis for holding it is resolved;
- object to information being used, where the Trust relies on legitimate interests, or where information is used for direct marketing; and
- receive information in a portable format, or have it transferred to someone else, in certain circumstances.

These rights are not absolute and there are situations in which the Trust may not be able to meet a request — for example where information identifies someone else, is covered by legal professional privilege, or is a confidential reference. The Trust will respond within one month, and will explain if it needs a further two months because a request is complex or because several requests have been made.

A student aged 12 or over is generally treated as able to make a request about their own information themselves. The School will normally assume that a student is content for their progress, behaviour and welfare to be shared with their parents, but where a student raises something in confidence the School will keep that confidence unless it judges, in their interests or those of other students, that it should not.

Complaints

If you are concerned about how the Trust has handled your personal data, please contact the Data Protection Officer. A complaint will be acknowledged within 30 days and looked into in a way that is proportionate to what has been raised, with an update if it will take longer than expected to resolve. You can also complain to the Information Commissioner's Office at ico.org.uk at any time, whether or not you have complained to the Trust first.

Changes to this notice

This notice is reviewed annually, and sooner if the law or the Trust's practice changes materially. Where a change materially affects how personal data is used, those affected will be told. The current version is always available on the School's website and from the Data Protection Officer.