PRIVACY NOTICE: ALUMNI, FORMER PARENTS, FORMER STAFF AND OTHER SUPPORTERS OF THE SCHOOL

Approved by	Data Protection Officer
Date approved	27 Oct 2026
Next review date	October 2027
Applies to	Whole Trust

This notice explains what personal information the Trust holds about you, why it holds it, who it is shared with, how long it is kept, and the choices and rights you have over it.

Who this notice is for

This notice is for alumni of Brockwood Park School, former parents, former staff and volunteers, guests of the Krishnamurti Centre, supporters and donors, and anyone else who stays in touch with the Trust's work. It covers what the Trust does with information about you in connection with keeping in contact, running events, publishing its journals and raising funds.

If you currently work for the Trust, or have a child at the School, a different notice applies to that relationship. This one covers the ongoing connection.

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 Trust holds about you

- your name, contact details and preferred means of contact;
- your connection to the Trust — the years you were at Brockwood, your role, or how you came to know its work;
- a record of your correspondence with the Trust, and of events you have attended;
- your subscriptions to the Trust's publications and mailings;
- a record of donations and other support, including gift aid declarations and, where relevant, information about a legacy, and;
- information you have chosen to share about your life since leaving, for example for the Trust's publications.

Why the Trust uses it, and its lawful basis

What the information is used for	Lawful basis
Keeping in touch with you, and sending you the Trust's journals, news and invitations by post	Legitimate interests — you can object at any time
Sending you news, invitations or appeals by email or text	Your consent, which you can withdraw at any time
Running alumni and supporter events, and maintaining the alumni community	Legitimate interests
Inviting support for the Trust's work, and researching how best to do so, including from publicly available sources	Legitimate interests — you can object at any time
Administering donations, claiming gift aid, and meeting the Trust's obligations as a charity	Necessary to perform a contract; legal obligation
Keeping a record of the Trust's history and the people connected with it	Legitimate interests; archiving in the public interest
Handling a complaint, or bringing or defending a legal claim	Legitimate interests; establishment, exercise or defence of legal claims

Your choices about contact

You can tell the Trust at any time that you would rather not hear from it, or would rather hear from it in a particular way or about particular things, and it will act on that. Where the Trust relies on your consent to send you email, you can withdraw that consent at any time; withdrawing it does not affect anything sent before you did. Where the Trust relies on legitimate interests, you have an absolute right to object to your information being used for direct marketing, and it will stop.

To change how the Trust contacts you, or to ask it to stop, write to the Data Protection Officer at tom@brockwood.org.uk.

Special category information

The Trust does not generally need special category information about you. Where you give it — for example a dietary or access requirement for an event, or an interest connected with a religious or philosophical belief — it is used only for the purpose you gave it for, and is not kept longer than that purpose requires.

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 Trust shares information about you only where it needs to. That may include HM Revenue and Customs for gift aid, the Trust's bank and payment providers, its auditors and legal advisers, the Charity Commission where required, and the providers of the systems the Trust uses to hold contact and donation records. Suppliers who handle personal data on the Trust's behalf do so under a written contract, on the Trust's instructions, and may not use it for their own purposes. The Trust does not sell or exchange contact details with other organisations.

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

The Trust keeps contact and relationship records for as long as you remain in touch with its work, and reviews them periodically. Records of donations are kept for the periods that charity, accounting and tax law require. Some information is kept indefinitely as part of the Trust's historical record — who was at Brockwood, who supported its work, and when — because that record has lasting value to an institution whose purpose is the continuation of Krishnamurti's work. Information kept for that purpose is not used to make decisions about you or to contact you.

If you ask the Trust to stop contacting you, it will keep the minimum needed to make sure that request is honoured.

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.

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.