



**Yehudi
Menuhin
School**

Privacy Notice for Supporters

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ABBREVIATIONS, ACRONYMS & DEFINITIONS

Abbreviation / Acronym	Definition
Alumni	Former staff or pupils of The Yehudi Menuhin School
CCTV	Closed Circuit Television
C-SPA	Surrey Children's Single Point of Access
Data Controller	Organisations, including independent schools, that determine how people's personal data is processed and for what purpose.
Data Protection	The relevant English Law relating to Data Protection, including the UK GDPR, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations (PECR) and the Data (Use and Access) Act 2025.
Data Subjects	Any living individual whose data the Data Controller processes.
DPO	Data Protection Officer
DSAR	Data Subject Access Request
GDPR	General Data Protection Regulation
HMRC	His Majesty's Revenue & Customs
LADO	Local Authority Designated Officer
PCIDSS	Payment Card Industry Data Security Standard
Personal Data	Everything from which a Data Subject can be identified. It ranges from simple contact details in order to book tickets to one of our concerts, to dates of birth for alumni.
Process/ Processing	Any handling of personal data such as collection, storage, alteration, use, transfer, restriction or destruction, whether or not by automated means.
Special Category Data	Some categories of Personal Data are special category data under GDPR. These comprise data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership; data concerning health or data concerning a natural person's sexual orientation.
Supporters	Includes Donors, Members of the Friends of The Yehudi Menuhin School, Customers of The Menuhin Hall, Alumni and Volunteers.

WHO WE ARE

The Yehudi Menuhin School Ltd (the “School”) is a company registered in England and Wales (the “School”). Our company registration number is 00818389 and our charity registration number is 312010. Our registered office is at Millfield, Cobham Road, Stoke D’Abernon, Cobham, KT11 3QQ.

The School also has a linked charity, The Friends of the Yehudi Menuhin School (charity registration number 312010-1) and wholly owned trading subsidiary, YMS Enterprises Ltd, company registration number 06775727.

The School nurtures exceptional musical talent through a world class education, realising students’ potential and shaping UK and international music culture.

Supporters who believe in our mission and share our vision for the future play a critical role in its fulfilment. Their involvement supports our pursuit of excellence and ensures the School's continued impact in the world through music education.

Developing a better understanding of our supporters through their personal data allows us to make better decisions, fundraise more efficiently and, ultimately, helps us to reach our goal of nurturing life-long mutually beneficial relationships between the School and its supporters.

The School and Menuhin Hall promise to respect any personal data you share with us or that we get from other organisations, and keep it safe. We aim to be clear when we collect your data and not do anything you would not reasonably expect. We never sell or exchange information with other organisations.

We process personal data in accordance with applicable data protection law, including the UK General Data Protection Regulation (“UK GDPR”), the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations (“PECR”). Where relevant, we also comply with updates introduced by the Data (Use and Access) Act 2025.

WHAT THIS PRIVACY NOTICE IS FOR

This Privacy Notice applies to personal data held and used (“processed”) by the School, its charity and subsidiary about alumni, donors, members of The Friends of The Yehudi Menuhin School (referred to as “Friends”), customers of The Menuhin Hall, (referred to as “Customers”) and Volunteers. These groups may also be collectively referred to as our “Supporters” throughout this document.

This Privacy Notice sets out how the Development and Marketing and Communications Departments specifically uses your personal data for alumni and donor relations and marketing and fundraising services for the School.

This makes the School a data controller of your personal information and this information is provided because data protection law gives individuals rights to understand how their data is processed. This Privacy Notice sets out how we will use that information and what your rights are in respect of the data we hold about you.

For some individuals, this privacy notice may also be read in conjunction with:

- The School's privacy notice for employees and other staff
- The School's privacy notice for parents and pupils

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

WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

In order to carry out its activities, the School and/or Menuhin Hall needs to process a wide range of personal data about individuals who are Supporters of the School. Some of this processing is necessary to fulfil the School's legal obligations and responsibilities, while other processing supports its legitimate interests across alumni relations, marketing and fundraising activities, and delivering its charitable and educational objectives.

Processing such data helps us to develop and maintain engaging relationships and activities for the wider School community so that they may enjoy the benefits of their association with the School, and to fundraise effectively to ultimately help current and future pupils.

We may use profiling and segmentation to better understand supporter engagement and to tailor our communications appropriately. This may include analysing your interactions with us (such as event attendance or donation history), as well as publicly available information and, in some cases, information from trusted third-party sources.

We may also carry out proportionate research and screening activities (sometimes referred to as "wealth screening" or "prospect research") to help us understand supporters' potential interest in supporting the School and to ensure our fundraising activities are appropriate and effective. This may involve analysing information you have provided to us alongside publicly available information (such as media publications, Companies House or charity registers) and, in some cases, information from trusted third-party providers. Where we use personal data for a purpose beyond that for which it was originally collected, we assess whether that use is compatible with the original purpose in accordance with applicable data protection law (including Article 8A of the UK GDPR), or we rely on a separate lawful basis such as consent or legitimate interests.

This processing does not involve automated decision-making that produces legal or similarly significant effects. We consider these uses of personal data to be proportionate and to have a minimal impact on individuals' privacy. We take steps to ensure that our legitimate interests do not override your rights, and you have the right to object to this processing at any time.

We may use your data in the following ways:

- For the purposes of maintaining relationships with Supporters including direct marketing or fundraising activity;
- To target our resources effectively such as using education history to invite alumni to events;
- For the purposes of Donor due diligence, and to confirm the identity of prospective Donors, and their background and relevant interests;
- To provide information on relevant School and/or Menuhin Hall events based on previous interest in similar events;
- To provide refunds in the event of cancelled events at The Menuhin Hall;
- To reclaim monies in accordance with Gift Aid declarations;
- To record preferences for receiving information such as whether email, post or telephone communication is preferred;
- To research the interests, behaviours, demographics (for example, age, gender and broad indicators of capacity to give), and engagement of supporters to better understand the effectiveness of our communications, events and fundraising activities. We may ask if you wish to take part in more research, such as surveys or focus groups, but this will be voluntary.
- To create profiles and carry out proportionate due diligence to help us better understand supporters' interests and potential engagement with the School. This may include using information you provide to us directly, publicly available information and information from trusted third-party sources to maintain accurate and up-to-date records, communicate appropriately with supporters who have chosen to receive communications from us, and ensure that our fundraising and engagement activities are relevant and proportionate.

In addition, the School will on occasion need to process special category personal data concerning health or allergies in order to provide suitable access or appropriate catering at Donor events, or ensure that Volunteer stewards in the Menuhin Hall are able to fulfil their duties.

We will only process special category data where:

- You have provided explicit consent; or
- It is necessary to meet legal obligations (for example, in relation to safeguarding).

Communications may be sent by post, telephone or email depending on the contact details we hold, and the preference expressed by you about the types of communication you wish to receive.

The following table summarises the lawful bases by which we process your data:

Purpose	Lawful basis
Fundraising communications	Legitimate interests (Art. 6(1)(f))
Email marketing (where PECR applies)	Consent or soft opt-in (similar services only)
Gift Aid processing	Legal obligation
Due diligence / wealth screening	Legitimate interests (Art. 6(1)(f))
Event accessibility (health data)	Explicit consent
Event ticketing & refunds	Contract
Supporter administration	Legitimate interests (Art. 6(1)(f))
Volunteer administration	Legitimate interests (Art. 6(1)(f)) / Legal obligation
Volunteer safeguarding checks (DBS and related processing)	Recognised legitimate interest (Art. 6(1)(ea), Annex 1 para. 6 – safeguarding a vulnerable individual) / Legal obligation
Use of publicly available data	Legitimate interests (Art. 6(1)(f))
CCTV	Legitimate interests (Art. 6(1)(f))

You have the right to object at any time to this type of processing, including profiling and direct marketing activities.

TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL

The types of data that we hold, by way of an example, include:

- Your full name, date of birth and gender
- Your current address, former address, email and other contact information
- Your links to other alumni and donors
- Current interests and activities, which may include extracts from related media stories
- Family and spouse/partner details

- For alumni, your year of leaving School, education and career history
- Details of events attended
- Donor status (i.e. current, lapsed, new), record of donations made, research and fundraising reports/briefings, indicators of your interest in giving, ethical and reputational risk analysis (commonly known as due diligence)
- For Friends, membership Level (i.e. UK Friend, International Friend, Best Friend, Joint), renewal dates
- Photographs taken at events with your consent
- Special category data such as dietary requirements, access/mobility/hearing needs (where these have been provided by the Supporter)
- Limited financial information, in the case of donations, we never store the actual card details (e.g. bank details to facilitate membership payments by Direct Debit)
- Gift aid status
- Copies of correspondence that we have with you
- Images of donors (and other individuals) attending events such as concerts, and images captured by the School's CCTV system and/or The Menuhin Hall CCTV system

Volunteers

When an individual volunteers to support the Menuhin Hall as a Steward, or to support the School in some other way, it may be necessary for us to carry out various checks in order to comply with Safeguarding and/or Health and Safety legislation or recommended practice depending on the role taken. In order to do this we may need to collect, process and retain some personal data, including some sensitive personal data, about our volunteers in order to comply with regulations, legislation or recommended practice. In addition to the list above, this may include:

- Details of volunteer duties undertaken including dates
- Records of any involvement in safeguarding issues

HOW THE SCHOOL COLLECTS DATA

We may hold information relating to you from a number of sources.

Generally, the School receives personal data from the individual directly, including, in the case of alumni, from their parents as part of their admission to the School. This may be via a form, by booking tickets to an event, by making a donation, or simply in the ordinary course of interaction or communication (such as an email).

In some cases, we may check or supplement the information we hold using publicly available sources, such as the Charity Commission, Companies House, media publications or other information available on the internet. We may also carry out limited research, including using trusted third-party sources, to help us better understand our supporters and ensure our communications and activities are appropriate and proportionate.

Depending on privacy settings and the privacy policies for social media and messaging services, you might give us permission to access information from those accounts or services. For example you may post a review of a concert you attended at the school which we may share on our website or other social media channels.

Our websites may use cookies and similar technologies. Where required by law, we will request your consent before placing non-essential cookies. You can manage your preferences at any time.

WHO HAS ACCESS TO PERSONAL DATA AND WHO THE SCHOOL SHARES IT WITH

We take appropriate technical and organisational measures to protect the personal data about individuals including policies around the use of technology and devices and limited access to systems. All relevant staff are aware of this policy and their duties under Data Protection Law and receive relevant training.

Processing by third parties

For the most part, personal data collected by the School will remain within the School and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). However, some functions are outsourced including e.g. mailing. In accordance with data protection law, this type of external data processing is always subject to contractual assurances that personal data will be kept securely and used only in accordance with the school's specific directions.

Data sharing

Occasionally, the School will need to share personal information relating to its supporters with third parties:

- Government authorities (e.g. HMRC for Gift Aid purposes)
- Professional advisers (e.g. accountants);
- Mailing Houses (to distribute brochures, newsletters etc – limited information such as name and address and mailing preferences)

Photography and filming may take place at School and Menuhin Hall events for promotional, archival and publicity purposes. These may be made available to third parties, for example to the media (either printed or electronic) to promote an event or as part of post event publicity etc. Where appropriate, attendees will be informed through signage, booking information or event communications and may contact the School if they have concerns about the use of their image.

Particularly strict rules apply in the context of:

- Medical records; and
- Pastoral or safeguarding records

Supporters are reminded that the School is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include file notes on volunteers or safeguarding files, and in some cases referrals to relevant authorities such as the C-SPA or the Police. For further information about this, please view the School's Safeguarding and Child Protection Policy.

HOW LONG WE KEEP PERSONAL DATA

We retain personal data in accordance with our retention policy. Indicative retention periods include:

- Supporter records: up to 7 years after the last meaningful interaction
- Gift Aid records: 6 years (HMRC requirement)
- Financial transaction records: 6 years
- Suppression lists: retained indefinitely to ensure we respect opt-outs

Where appropriate, we may retain data for longer periods for archiving purposes in the public interest.

YOUR RIGHTS

Individuals have various rights under data protection law to access and understand their own personal data held and processed by the School, and in some cases ask for it to be erased or amended, or to have it transferred elsewhere, or for the School to stop processing it – but subject to certain exemptions and limitations.

The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within one month of receipt. Where requests are complex or numerous, we may extend this period by up to two further months, in which case we will notify you within the first month and explain the reasons for the delay.

SUBJECT ACCESS REQUESTS

Individuals have the right to request access to the personal data the School holds about them by making a Data Subject Access Request ("DSAR").

The School will respond to requests in accordance with applicable data protection law and will normally do so within the statutory time limits. In responding to requests, the School will undertake reasonable and proportionate searches for personal data.

In certain circumstances, the School may need to request proof of identity before disclosing information, and there may be limited exemptions to the information the School is required to provide.

Requests should be submitted to the Bursar at bursar@menuhinschool.co.uk

KEEPING IN TOUCH AND SUPPORTING YMS AND THE MENUHIN HALL

The School will use the contact details of Supporters of the School community to keep them updated about the activities of the School or relevant events of interest, including by sending updates and newsletters, by email and/or by post.

Where permitted under PECR, we may rely on the “soft opt-in” to send marketing emails about similar services (such as forthcoming concerts and events) where you have previously purchased tickets or engaged in a transaction with us. The soft opt-in applies only to communications about services similar to those involved in the original transaction. Every marketing email will include a clear, simple unsubscribe/opt-out route.

If you wish to limit or object to any such use or would like further information about them, please contact The Development Office on 01932 864739, or write to

The Development Office
The Yehudi Menuhin School
Cobham Road, Stoke D’Abernon
Cobham, KT11 3QQ

or

E-MAIL us at development@menuhinschool.co.uk

You will always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. If you do opt out, we will retain minimal information on a suppression list to ensure we do not contact you again, as permitted by applicable data protection law.

DATA ACCURACY AND SECURITY

The School and/or The Menuhin Hall will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals are requested to provide notification of changes in contact details wherever possible.

An individual has the right to request that any out-of-date, irrelevant or inaccurate information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law).

The School 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.

QUERIES AND COMPLAINTS

Any comments or queries about this Privacy Notice should be directed to the Bursar using the following contact details: bursar@menuhinschool.co.uk.

If you have concerns about how we use your personal data, you may raise a formal data protection complaint with us. We are committed to resolving complaints promptly and fairly. To make a complaint, please contact the Bursar by email at bursar@menuhinschool.co.uk, by post, or by submitting our data protection complaints form, which is available on our website. Complaints may be submitted electronically or in writing.

We will acknowledge receipt of your complaint within 30 days of receiving it. We will then investigate and inform you of the outcome of your complaint without undue delay, including providing information about progress where the investigation takes time.

We encourage individuals to raise concerns with the School in the first instance so that we have the opportunity to resolve the matter. If you remain dissatisfied following our response, you have the right to refer your complaint to the Information Commission (formerly ICO), the UK's independent data protection supervisory authority. You can contact the Information Commission at www.ico.org.uk.

Note: References in this notice to the Information Commission relate to the body established under section 114A of the Data Protection Act 2018 (as inserted by the Data (Use and Access) Act 2025), which has assumed the functions of the former Information Commissioner's Office.