

## Pupil and Parent/Guardian Privacy Notice

This Privacy Notice ("**Privacy Notice**") sets out the personal data that Future Frontiers (charity number: 1162470) ("**Future Frontiers**", "**our**", "**us**" or "**we**") collects about you and your parents/guardians when you take part in a Future Frontiers programme ("**Programme**"), how we use personal data, and who we share personal data with.

But what is "personal data"? Basically, personal data is any information that relates to you. This includes things like your name and address, but also things like your predicted grades. The UK General Data Protection Regulation (or "**UK GDPR**") tells us how we must handle your personal data. We always handle your personal data in the way that the UK GDPR tells us to - this Privacy Notice gives you more information on how we do this.

### What personal data does Future Frontiers collect about you?

When you take part in our Programme, we may collect the following personal data:

- **Pupil data**, such as first name, last name, telephone number, email address, date of birth.
- **School data**, such as your Department for Education unique pupil number, school name, whether you are eligible for Pupil Premium or free school meals.
- **Career-related data**, such as your survey responses (e.g., how much you believe you will be able to reach a career that inspires you).
- **Academic data**, such as your current and target GCSE grades for Maths, English and Science and other prior academic grades.
- **Image data**, such as images of you, sound recordings and video clips.
- **Biographical data**, such as your gender, ethnicity, dietary requirements, and any disability or special educational need.

We also collect the following personal data about parents/guardians of pupils:

- **Parent/guardian contact information**, such as first name, last name, email address, telephone number, address.
- **Parent/guardian education**, such as parent's/guardian's history of higher education.

### Why does Future Frontiers process your personal data and what is our legal basis?

We use your personal data for the purposes listed in the below table. For each purpose, the UK GDPR requires us to ensure that we have a "legal basis". We rely on the following legal bases:

- Where it is necessary for our legitimate interests and your interests and fundamental rights do not override those interests ("**Legitimate Interests**").
- Where we have your specific consent to carry out the processing for the specific purpose ("**Consent**").
- Where we need to comply with a legal or regulatory obligation ("**Compliance with Law**").

Processing purpose	Personal Data Involved	Legal basis for each purpose
To run the Programme	Pupil data School data Career-related data Academic data Parent/guardian contact information	Legitimate Interests We have a legitimate interest in running the Programme to further our charitable purpose and mission
To assess and improve the Programme and understand if the Programme is fulfilling our charitable purpose and mission	Pupil data School data Career-related data Academic data Parent/guardian education	Legitimate Interests We have a legitimate interest in improving the Programme to make it as effective and impactful as possible
To assess the impact of the Programme on pupil's of different ethnicities, genders and with special educational needs or disabilities	Biographical data	Consent
To demonstrate the Programme in action	Image data	Consent
To comply with applicable law	Any and all categories of personal data (if and as required to comply with the relevant legal requirement)	Compliance with Law

You may choose to provide us with certain 'special categories of personal data', such data related to race or ethnicity. We will only collect these categories of personal data where you have given us your consent to use it to assess the impact of our Programme. If you do not want us to process such data, you can always choose not to share it with us.

### Who do we share your personal data with?

We may share your personal data:

- with our research partners, including the Department for Education;
- with third-party service providers, including ImpactEd;
- to comply with regulatory and/or legal requirements; and/or
- to take legal action.

## International data transfers

We may transfer your personal data to countries or territories outside of the UK (including by transferring your personal data to further recipients in the U.S.). Whenever we do this, we will make sure that we implement a data transfer mechanism to appropriately safeguard your personal data.

## How do we keep your personal data secure?

We employ a number of technical and organisational safeguards designed to protect the personal data we collect. However, security risk is inherent in all internet and information technologies and we cannot guarantee the security of your personal data.

## How long will we keep your personal data?

We will retain your personal data for as long as we need to in order to achieve the purposes described in this Privacy Notice. The criteria used to establish our retention periods include but are not limited to: (i) the duration of the Programme and for four (4) subsequent years to follow-up with you on ; (ii) whether there is a legal obligation to which we are subject; or (iii) whether retention is advisable based on our legal position (for example, applicable statutes of limitations, litigation or regulatory investigations).

## What rights do you have in relation to your personal data?

You have certain rights in relation to your personal data. You may ask us to exercise any of the following rights:

- **Access.** Provide you with information about our processing of your personal data and give you access to your personal data.
- **Correct.** Update or correct inaccuracies in your personal data.
- **Delete.** Delete your personal data.
- **Transfer.** Transfer a machine-readable copy of your personal data to you or a third party of your choice.
- **Restrict.** Restrict the processing of your personal data.
- **Object.** Object to our reliance on our legitimate interests as the basis of our processing of your personal data.
- **Consent withdrawal.** Where we rely on your consent to process your personal data you may withdraw that consent at any time.

To exercise your rights, please contact us at the address indicated in the 'Contact us' Section. We may request some further information from you to help us confirm your identity so that we can respond to your request.

If you are not satisfied with how we process your personal data or would like to make a complaint, you can contact the UK's Information Commissioner's Office here: <https://ico.org.uk/make-a-complaint>.

## Contact us

If you have any questions about this Privacy Notice or if you wish to request the exercise of any of your rights, please contact us at [info@futurefrontiers.org.uk](mailto:info@futurefrontiers.org.uk).