

## Future Frontiers

### Volunteer Privacy Notice

This Privacy Notice ("Privacy Notice") describes the personal data that Future Frontiers (charity number: 1162470) ("Future Frontiers", "our", "us" or "we") collects about you in the course of your participation as a volunteer in our career coaching programme ("Programme"), how we use and protect that personal data, and the choices available to you regarding your personal data. Future Frontiers is responsible for how and why your personal data is being processed as part of the Programme.

For the purposes of the "UK GDPR" (i.e., the General Data Protection Regulation 2016/679 as it forms part of UK law), Future Frontiers is the 'controller' of your personal data.

#### What personal data does Future Frontiers collect in relation to the Programme?

When you participate in our Programme, we may collect, depending on the nature of the Programme:

- **Contact data**, such as your first and last name, work e-mail, phone number.
- **Employment data**, such as your employer, the level of flexibility afforded to you by your employer to participate in the Programme, your job title.
- **Demographic data**, such as your gender identity, your free school meals status as a child, your ethnic origin.
- **Experience data**, such as your experience as a coach or mentor, your school and university (if applicable),
- **Image data**, such as a photograph, video clip or sound recording of you.
- **Communications** that we exchange with you in relation to the Programme, including when you contact us with questions or feedback.
- **Background check data** such as confirmation of whether your Disclosure and Barring Service check is clear (and any further information you choose to provide us with in relation to the same), and the countries you have lived in over the past five (5) years (necessary to inform the type of background check)
- **Other data** you provide to us in the sign-up form.

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

We use your personal data for the purposes listed below. In respect of each of the purposes for which we use your personal data, the UK GDPR requires us to ensure that we have a "legal basis" for that use. We rely on the following legal bases:

- Where we need to perform a contract, we are about to enter into or have entered into with you ("**Contractual Necessity**").
- 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 purpose in question ("**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
For administering, developing and delivering the Programme	Contact data Employment data Demographic data Experience data Image data Communications data Background check data Other data	Contractual Necessity Consent Legitimate Interests We have a legitimate interest in providing you with a good and reliable service
To comply with applicable law	Any and all categories of personal information (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 such special categories of personal data where you have provided us with your explicit consent to its use for the specific purpose of assessing 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 third-party service providers;
- 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 is necessary or permitted in view of the purposes for which it was collected, as 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; (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?

The UK GDPR gives you certain rights regarding your personal data in certain circumstances. You may ask us to take the following actions in relation to your personal data that we hold:

- **Access.** Provide you with information about our processing of your personal information and give you access to your personal information.
- **Correct.** Update or correct inaccuracies in your personal information.
- **Delete.** Delete your personal information.
- **Transfer.** Transfer a machine-readable copy of your personal information to you or a third party of your choice.
- **Restrict.** Restrict the processing of your personal information.
- **Object.** Object to our reliance on our legitimate interests as the basis of our processing of your personal information.
- **Opt-out.** Stop sending you direct marketing communications. You may continue to receive service-related and other non-marketing emails.
- **Consent withdrawal.** Where we rely on your consent and/or explicit consent to process your personal information 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 specific information from you to help us confirm your identity and process your request.

If we cannot adequately resolve any of your concerns regarding our processing of your personal data, you may also submit a complaint to the data protection regulator in your jurisdiction.

- If you are based in the EEA, the data protection regulator in your country of residence can be found here: [https://edpb.europa.eu/about-edpb/board/members\\_en](https://edpb.europa.eu/about-edpb/board/members_en)
- If you are based in the UK, 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).