

# Future First Privacy Policy

*The information below might seem too long to bother reading, but it's really important because it explains how we're going to collect and use your personal information. Before you sign-up, it's really important that you've understood it.*

*(We really did try to make it as short as possible!)*

## **1. How we obtain and use your information**

This privacy notice tells you what to expect when The Camden Future First Networks Limited ("Future First") collects your personal information, and how we will use it. It applies to all personal information we collect about you.

We will collect your personal information in a number of ways. These will include by using the data provided by you on your completed sign-up form, by receiving updates from you, and by accessing social networking profiles, publicly available information and data made available to us by partner organisations to ensure that our records about you are sufficient for our purposes and are up to date. We may also receive personal information about you from your school.

## **2. Use and disclosure of personal information**

We will use your personal information in the following ways:

- (1) in order for us to provide the Future First Networks programme to you and to other former and current pupils at your school, including through the operation of our website;
- (2) to send requests to you for updated contact details, so we can stay in touch with you;
- (3) to send requests to you around supporting your old school, such as your participation in events running at your school;
- (4) to send you information relating to our services, your school (including its services and any events or programmes which it may be running)[, and/or any career opportunities which we or your school may think are relevant to you]; and
- (5) to anonymise your personal information and combine it with other personal information that we hold, so we can create and distribute statistics (including to partner organisations) and other information relating to your school year, your school, your local area or otherwise. When we do this, we will take the utmost care to ensure that you cannot be identified through these statistics and information.

We will also share your personal information with your school if they have signed up to our service, to enable it to contact you to request you support the school in various ways. These may include, but are not limited to, giving a careers or university talk to current students, mentoring a current student, acting as a school governor or offering to fundraise.

When we send you requests or updates/information relating to your school or our service, we may choose to have these sponsored by third parties. If you do not wish to receive these requests and updates/information, you can let us know at the address in paragraph 7 below, or by following the "unsubscribe" or "stop" instructions which are contained in each of these communications.

By providing us with your personal information and by giving your consent on the sign-up form, you hereby consent to us using and disclosing your personal information as set out above.

### **3. If your school chooses to stop participating in our service**

If your school chooses to stop being part of the Future First network, we will send all your personal information that we hold about you to your school, so they can continue to keep in touch with you.

### **4. Access to personal information**

Future First is registered with the Information Commissioner's Office ("ICO") as a data controller under the Data Protection Act 1998, with Registration Number Z3104680.

You can find out exactly what personal information of yours we hold by making a 'subject access request' to us under the Data Protection Act 1998. If you make such a request and we do hold information about you, we will:

- (1) give you a description of it;
- (2) tell you why we are holding it;
- (3) tell you who it could be disclosed to; and
- (4) let you have a copy of the information in an intelligible form.

To make a request for any personal information we may hold, you need to put the request in writing and send it to our Data Protection Officer at the address provided below, along with a fee of £10 to cover our costs of providing such personal information to you. If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone. If we do hold information about you, you can ask us to correct any mistakes also by contacting our Data Protection Officer.

### **5. Security**

We are committed to ensuring that your information is secure. We have put in place technical and organisational measures that are designed to safeguard and secure the information we collect.

### **6. Changes to this Privacy Policy**

We keep our privacy notice under regular review and we will notify you of any updates by replacing the version of this policy which is found on our website or (where required) by sending the revised policy to you. This privacy notice was last updated on 10<sup>th</sup> December 2012.

### **7. How to contact us**

Requests for information about our privacy notice can be made in writing to:

Data Protection Officer  
Future First  
338 City Road  
London  
EC1V 2PY